

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

April 12, 2004

**Aldermen O'Neil, Shea,
Garrity, Smith, Lopez**

7:00 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman O'Neil calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation on the GIS System.
4. Resolution and budget authorizations authorizing transfer and expenditure of funds in the amount of \$60,000 (EPD) for FY2002 CIP 712002 FBI Blower Project.
Gentlemen, what is your pleasure?
5. Resolution and budget authorization authorizing transfer and expenditure of funds in the amount of \$1,000,000 (HOME, HOME Program Revenue, and Affordable Housing Trust Fund) for FY2004 CIP 612504 Old Wellington Road Apartments Project.
Gentlemen, what is your pleasure?
6. Resolution and budget authorization authorizing expenditure of funds in the amount of \$20,000 (Affordable Housing Trust Fund) for the FY2004 CIP 612604 JacPac Employee Homeless Prevention Program.
Gentlemen, what is your pleasure?
7. Resolution and budget authorization authorizing acceptance and expenditure of funds in the amount of \$5,260 (Other) for the FY2004 CIP 711204 LED Program.
Gentlemen, what is your pleasure?

8. CIP Budget Authorizations:

811103 Senior Center – Revision #3

713004 Crystal Lake Water Quality Improvement Project –

Revision #1

Gentlemen, what is your pleasure?

9. Communication from Alderman Shea recommending consideration of funding a master plan for Stark Park, working in conjunction with the Parks and Recreation Department.

Gentlemen, what is your pleasure?

10. Communication from the Director of Planning advising that the YMCA is seeking an additional \$100,000 in funding toward the YMCA Dormitory-Accessibility Project as a result of unanticipated costs relating to life safety requirements.

(Note: it is the opinion of staff that the \$260,000 appropriation is an appropriate level of assistance, however, should the committee not concur it would be necessary to reallocate funds from an existing CIP project or one proposed in the FY2005 CIP.)

Gentlemen, what is your pleasure?

11. Petition for discontinuance of a portion of Sagamore Street between Smyth Road and Hall Street.

A motion is in order to recommend that a portion of Sagamore Street between Smyth Road and Hall Street having never been opened, built, nor used to public travel be released and discharged pursuant to RSA 231:51.

12. Communication from the Deputy Public Works Director seeking approval for the purchase of nine police cruisers and two survey vehicles as authorized by the Mayor transferring \$204,000 from the Police Department's budget and \$46,000 from the Highway Department's budget for this purpose.

Gentlemen, what is your pleasure?

13. Communication from the Manchester Police Athletic League requesting use of the lower ballfield at Stark Park for the League's Youth Lacrosse Spring Program.

Gentlemen, what is your pleasure?

14. Communication from Alderman O'Neil regarding the synthetic turf for the Clem Lemire Sports Complex at Memorial High School.

(Note: At the 3/16/04 meeting it was voted to have City staff research both companies and report back to Committee with their recommendation.)

Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

15. Derryfield Country Club Project.
(Re-tabled 12/09/2003 and voted not to spend any more funds on the project.)
16. Derryfield Park Rehabilitation Phase II.
(Tabled 10/14/2003)
17. Communication from Kevin Sheppard submitting a draft policy/procedure for Fleet Management/Motorized Equipment.
(Re-tabled 11/25/2003. Vehicle Usage Survey enclosed.)
18. Communication from Robert MacKenzie, Planning Director, regarding a request that the City consider making various safety and aesthetic improvements along Dean Avenue at a cost of \$9,800.
(Tabled 11/25/03. Additional information from the Public Works Department enclosed.)
19. If there is no further business, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2002, 2003 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Hundred Thousand Dollars (\$60,000) for FY 2002 CIP 712002 FBI Blower Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the Community Improvement Program as contained in the 2002, 2003 and 2004 CIP budgets; and

WHEREAS, Table 5 contains all sources of Enterprise, Fees and other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds in the amount of \$60,000 from existing CIP projects to assist in a new blower for the incinerator; and

WHEREAS, funds in at least that amount are available from other previously funded CIP Projects; and

NOW, THEREFORE, be it resolved that the 2002, 2003 and 2004 CIP be amended as follows:

- 1) by decreasing:
 - a) 711803 CRPS Mechanical Bar Screen - \$42,642 EPD
(from \$500,000 EPD to \$457,358 EPD)
 - b) 712204 WWTF Headworks - \$17,358 EPD
(from \$1,300,000 EPD to \$1,282,642 EPD)
- 2) by increasing:
 - a) 712002 FBI Blower - \$60,000 EPD
(from \$260,000 EPD to \$320,000 EPD)

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP#: 712002 Project Year 2002 CIP Resolution: 6/11/2001
 Title: FBI Blower Amending Resolution: 4/20/2004
 Administering Department: Highway - EPD Revision: #3

Project Description

Provide a new blower for the incinerator.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed: 7/2/2001

Completed: NA

Critical Events

1	Program Initiation	07/02/01
2	Program Completion	12/31/04
3		
4		
5		

Expected Completion Date:

12/31/2004

Line Item Budget

	Enterprise		Other Funds	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$62,000.00	\$0.00	\$0.00	\$62,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$248,000.00	\$0.00	\$0.00	\$248,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$320,000.00	\$0.00	\$0.00	\$320,000.00

Revisions

Revision #1 - reallocates funding among line items.

Revision #2 - extends completion date to 12/31/03.

Revision #3 - increases by \$42,642 from 711803 CRPS Mechanical Bar Screen and \$17,358 from 712204 WWTF Headworks for a total of \$60,000.

COMMENTS:

CIP BUDGET AUTHORIZATION

CIP #: 711803

Project Year: 2003

CIP Resolution: 6/4/2002

Title: CRPS Mechanical Bar Screen

Amending Resolution: 4/20/2004

Administering Department: Highway Department - EPD

Revision: #2

Project Description: Upgrade the mechanical bar screen at the Crescent Road Pumping Station by replacing with new units.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1	Preliminary Design	10/02
2	Design & Bid	05/03
3	Construction	07/03
4	Completion	07/04
5		

Expected Completion Date:

7/31/2004

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$108,003.00	\$0.00	\$0.00	\$108,003.00
Planning	\$20,600.00	\$0.00	\$0.00	\$20,600.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$152,400.00	\$0.00	\$0.00	\$152,400.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$176,355.00	\$0.00	\$0.00	\$176,355.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$457,358.00	\$0.00	\$0.00	\$457,358.00

Revisions

Revision #1 - changes to line items.

Revision #2 - Transfers \$42,642 to project 712002 FBI Blower and reallocates line items.

COMMENTS

CIP BUDGET AUTHORIZATION

CIP #: 712204

Project Year: 2004

CIP Resolution: 6/9/2003

Title: WWTF Headworks

Amending Resolution: 4/20/2004

Administering Department: Highway EPD

Revision: #1

Project Description: Enterprise funding to replace (3) mechanical bar screens at the Waste Water Treatment Facility Headworks.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1	Project Initiation	7/1/03
2	Project Completion	7/31/2005
3		
4		
5		

Expected Completion Date:

7/31/2005

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$19,500.00	\$0.00	\$0.00	\$19,500.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$1,263,142.00	\$0.00	\$0.00	\$1,263,142.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,282,642.00	\$0.00	\$0.00	\$1,282,642.00

Revisions

Revision #1 - Transfers \$17,358 to 712002 FBI Blower.

COMMENTS

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2004 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Dollars (\$1,000,000) for FY2004 CIP 612504 Old Wellington Road Apartments Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, Table 2 contains all sources of Community Development Block Grant, Emergency Shelter Grant, and HOME funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to support the needed development and construction of affordable housing at Old Wellington Road, through a loan to the developer in the amount of \$1,000,000 and;

WHEREAS, existing funds in at least that amount are available from the proceeds of HOME program Revenue, Affordable Housing Trust Funds and other previously funded CIP Projects;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

1) By decreasing:

- a.) 2004 CIP 610904 Affordable Housing Initiatives - \$11,997 HOME
(Decreasing the budget from \$11,997 to \$0)
- b.) Affordable Housing Trust Fund - \$888,003

2) By allocating:

HOME Program Revenue - \$100,000 HOME Program Revenue

3) By adding:

CIP 612504 Old Wellington Road Apartments Project - \$1,000,000 (\$11,997 HOME, \$100,000 HOME Program Revenue and \$888,003 Affordable Housing Trust fund)

Resolved, that this Resolution shall take effect upon its passage.

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CIP BUDGET AUTHORIZATION

CIP #: 612504

Project Year: 2004

CIP Resolution: 6/9/2003

Title: Old Wellington Road Apartments Project

Amending Resolution: 4/20/2004

Administering Department: Planning & Community Development

Revision:

Project Description: Funding for the construction of 90 units of multi-family housing at Old Wellington Road. Ninety of the apartments to be designated as affordable housing units to be occupied by low income families.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed:

Completed:

Critical Events

1	Program Initiation	4/20/04
2	Program Completion	6/30/04
3		
4		
5		

Expected Completion Date:

6/30/2005

Line Item Budget

	HOME	OTHER		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$111,997.00	\$888,003.00	\$0.00	\$1,000,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$111,997.00	\$888,003.00	\$0.00	\$1,000,000.00

Revisions

COMMENTS

\$100,000 from HOME Program Revenue, \$11,997 from CIP 610904 Affordable Housing Initiatives, \$888,003 from Affordable Housing Trust Fund.



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie
Director of Planning

Date: April 13, 2004

Subject: Old Wellington Road Apartments Project – CIP #612504

On March 16, 2004 the Board of Mayor and Aldermen approved up to \$1,000,000 of HOME and/or Affordable Housing Trust funds to assist the public private partnership of Dick Anagnost and the Manchester Housing Redevelopment Authority with the development of the Old Wellington Road Apartments project. The new construction project will result in the addition of ninety units of affordable rental housing. The total development cost for this project is approximately \$11,000,000 with the City's HOME funds (\$111,997) and Affordable Housing Trust funds (\$888,003) viewed as necessary to fill the financing gap. The HOME/Affordable Housing Trust fund subsidy to the Limited Partnership shall be in the form of a zero interest loan with a thirty-year term. The annual repayment of principal shall be deferred for the first five years of the term. For year six through year sixteen, the annual principal payment is \$33,000 plus twenty-five percent (25%) of the cash flow of the borrower as determined and calculated by annual audit. For year seventeen through year thirty, the annual principal payment is \$33,000 plus Fifty percent (50%) of the cash flow. Any principal amount remaining unpaid shall be due and payable at the end of the thirty-year term.

It is the staff's recommendation to transfer: \$11,997 of HOME funds from CIP #610904, \$100,000 of HOME Program Revenue and \$888,003 of Affordable Housing Trust funds to CIP #612504 Old Wellington Road Apartments Project to complete this project. The Committee's recommendation for approval to the full BMA of the attached amending resolution and budget authorization is therefore respectfully requested.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for FY2004 CIP 612604 JacPac Employee Homeless Prevention Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate Affordable Housing Trust Funds in the amount of \$20,000 for the prevention of homelessness for former JacPac employees; and

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 612604 – JacPac Employee Homeless Prevention - \$20,000 – Affordable Housing Trust Fund

Resolved, that this Resolution shall take effect upon its passage.

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CIP BUDGET AUTHORIZATION

CIP #: 612604

Project Year: 2004

CIP Resolution: 6/9/2003

Title: JacPac Employee Homeless Prevention

Amending Resolution:

Administering Department: Planning & Community Development

Revision:

Project Description:

Afordable Housing Trust Fund money will be used for the prevention of homelessness for former JacPac employees.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1	Program Initiation	4/20/04
2	Program Completion	12/31/04
3		
4		
5		

Expected Completion Date:

12/31/2004

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$20,000.00	\$0.00	\$0.00	\$20,000.00
TOTAL	\$20,000.00	\$0.00	\$0.00	\$20,000.00

Revisions

COMMENTS

Affordable Housing Trust Funds will be used for the execution of this project.

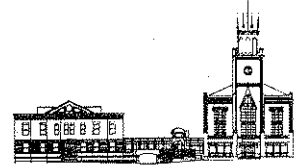


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Milliard Design Review Committee

Memo To: CIP Committee

From: Robert S. MacKenzie

Date: April 7, 2004

Re: The Way Home – 612604 JacPac Employee Homeless Prevention Program

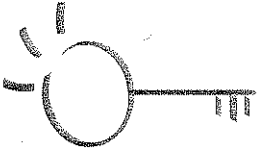
The Way Home has contacted this office requesting \$20,000 of CIP funds to provide rental assistance to former JacPac workers. The rental assistance will be available only to employees recently laid off as a result of the company closing and in danger of being evicted.

It is the staff's recommendation to transfer \$20,000 of Affordable Housing Trust Funds to CIP #612604 The Way Home – JacPac Employee Homeless Prevention Program. Staff members from The Way Home will be available at the meeting to answer any questions that the Committee might have. The Committee's recommendation for approval to the full BMA of the attached Amending Resolution and Budget Authorization is therefore respectfully requested. Additional information from The Way Home has been attached for your review.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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The Way Home

214 Spruce Street
Manchester NH 03103
Tel: (603) 627-3491
Fax: (603) 644-7949

Providing keys to success
in affordable housing

To: Sam Maranto
City of Manchester Community Improvement Program
From: Mary Sliney
The Way Home

Re: Funding for Rental Assistance for Former JacPac (Tyson) Workers
Request: \$20,000 for the first round of emergency rental assistance

March 12, 2004

Our regular program services include Housing Counseling and an internally managed Housing Assistance Fund. Last month I reviewed The Way Home's program resources and determined that we could dedicate \$10,000 from our FY04 Homeless Prevention grant to emergency rental assistance for workers affected by the recent JacPac Plant closing. We also knew that our small resource needed to be combined with other resources if the goal of keeping the affected families housed during the job training and job search period.

We told our Housing Counselors to create "fast-track" procedures for assisting the affected renting households. In this case, assistance means helping households with Rent-Paying Resource Plan that draws on resources such as

- money they can save from other costs
- other jobs or unemployment benefits
- housing or fuel assistance programs
- emergency assistance programs.

We work closely with Manchester City Welfare and recognize that they are to be called upon on a case-by-case basis at the point that other resources are not able to be used to prevent the loss of housing. Since many of the affected households may need full or partial assistance over a period of several months, we have projected that the rental assistance need through the end of June 2004 could exceed \$200,000. I am attaching a copy of the needs survey and the letters which we prepared to go to affected workers and to their landlords.

The Way Home agreed to draw on our Housing Assistance Fund to prevent an eviction while we work to pull together other resources. During the first ten days of March we met with fifteen households and have used up \$7,988 from our Housing Assistance Fund to assist ten of these households. With help from members of the Granite State Organizing Project and we are also asking community groups to donate to The Way Home's Housing Assistance Fund to help us assist more families. We have already received a verbal commitment from a national church group of \$10,000, which we will start drawing upon as soon as written commitment has been received.

We expect our caseload with former JacPac workers to increase ten-fold over the next few weeks. And, that, as we call upon all available resources, we will also have to upon Manchester City Welfare.

I am requesting that the Community Improvement Program review other affordable housing resources that could be directed to this critical need. Our immediate need is an infusion of \$20,000 in addition to the private contributions being added to our Housing Assistance Fund.

Mary Sliney

3/12/04

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estimate of those needing assistance. A number of these workers also may be experiencing financial stress.

5. A detailed database of survey results has been given to the Manchester City Planning Office and to The Way Home.

Survey results compiled and analyzed by J. Elliott, MA (Economics), NH Coalition for Occupational Safety and Health, 57 School St., Concord, NH 03301, 603-226-0516.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Two Hundred Sixty Dollars (\$5,260 for FY2004 CIP 711204 LED Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from the Public Service of New Hampshire Energy Savings Incentive Program for the purchasing of energy efficient LED signals; and

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By increasing:

FY2004 711204 – LED Program - \$5,260 – PSNH Other
(from \$25,000 Cash to \$25,000 Cash and \$23,660 Other)

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP #: 711204

Project Year: 2004

CIP Resolution: 6/9/2003

Title: LED Program

Amending Resolution: 4/20/2004

Administering Department: Traffic Department

Revision: #2

Project Description: Final year of funding of program to replace existing signals with energy saving LED lamps.

Federal Grants

Federal Grant: No

Grant Executed:

Environmental

Review Required: No

Completed:

Critical Events

1	Project Initiation	07/1/03
2	Project Completion	12/31/04
3		
4		
5		

Expected Completion Date:

12/31/2004

Line Item Budget

	CASH	OTHER		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$25,000.00	\$18,400.00	\$0.00	\$43,400.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$5,260.00	\$0.00	\$5,260.00
TOTAL	\$25,000.00	\$23,660.00	\$0.00	\$48,660.00

Revisions

Revision #1 - adds \$18,400 of donations from PSNH.

Revision #2 - adds \$5,260 of donations from PSNH.

COMMENTS

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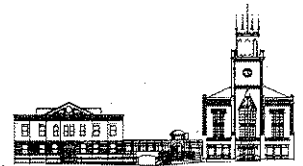


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memo to: Committee on CIP
From: Robert S. MacKenzie
Date: April 7, 2004
Subject: CIP 711204 LED Program

The Traffic Department has informed us that PSNH has offered the City an additional \$5,260 to be put towards the LED Program. As with the previous grants from PSNH the City will be required to enter into an agreement with PSNH to purchase electricity from them for the energizing of these lights. In order that the City may accept these funds a recommendation for approval to the full Board of the attached amending resolution and budget authorization is respectfully requested.

Attachments:



CITY OF MANCHESTER

Department of Traffic



Thomas P. Lolicata
Traffic Director

James P. Hoben
Deputy Traffic Director

March 24, 2004

Sam Maranto
Manchester Planning Department
One City Hall Plaza
Manchester, New Hampshire 03101

Re: PSNH LED Rebate

Dear Sam,

Public Service Company of New Hampshire has offered a rebate for the sum of \$5260. I have enclosed the application for you to review and to present to the CIP Committee. We have already completed the installation, so upon approval, we will submit the application to PSNH.

If you have any questions, please contact me.

Sincerely,

James P. Hoben
Deputy Traffic Director

CIP BUDGET AUTHORIZATION

CIP #: 811103

Project Year: 2003

CIP Resolution: 6/4/2002

Title: Senior Center

Amending Resolution:

Administering Department: Highway - Building Maintenance Division

Revision: #3

Project Description: Site acquisition and construction of new Senior Facility. Matching contribution of \$500,000 to be raised.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1	Program Initiation	Aug. 02
2	Construction Initiation	11/30/04
3	Construction Completion	9/30/04
4		
5		

Expected Completion Date:

9/30/2004

Line Item Budget

	BOND	OTHER		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$145,000.00	\$0.00	\$0.00	\$145,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$760,000.00	\$0.00	\$0.00	\$760,000.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$1,355,000.00	\$500,000.00	\$0.00	\$1,855,000.00
Other	\$100,000.00	\$0.00	\$0.00	\$100,000.00
TOTAL	\$2,400,000.00	\$500,000.00	\$0.00	\$2,900,000.00

Revisions

Revision #1 - increases budget by \$110,000 from public donations.

Revision #2 - increases budget by \$390,000 from private donations for a total of \$500,000.

Revision #3 - transferring administrative responsibility from Planning to Highway - Building Maintenance.

COMMENTS

Project also funded with previous allocation of \$175,000 Bond and a \$313,000 bond transfer to 811203.

CIP BUDGET AUTHORIZATION

CIP #: 713004

Project Year: 2004

CIP Resolution: 6/9/2003

Title: Crystal Lake Water Quality Improvement Project

Amending Resolution: 7/15/2003

Administering Department: Highway - EPD

Revision: #1

Project Description

Installation of Best Management Practices at two stormwater inlets to Crystal Lake. A combination of bank stabilization, grassed swales, infiltration galleries, and velocity-reducing structures will capture pollution, such as nutrients and bacteria before entering the lake. These measures are intended to improve water quality in Crystal Lake.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1	Project Initiation	07/15/03
2	Project Completion	12/31/05
3		
4		
5		

Expected Completion Date:

12/31/2005

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$73,483.00	\$0.00	\$0.00	\$73,483.00
TOTAL	\$73,483.00	\$0.00	\$0.00	\$73,483.00

Revisions

Revision #1 - Changes Administering Department from Planning & Community Development to Highway - EPD

COMMENTS

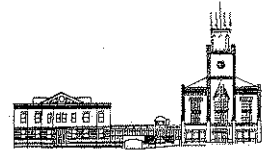
Funds received from New Hampshire Department of Environmental Services

8



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk


Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Ron Ludwig, Director
Parks, Recreation & Cemetery

From: 
Leo R. Bernier
City Clerk

Date: March 17, 2004

Re: Stark Park

Please be advised that in action taken by the Board of Mayor and Aldermen at a meeting held on March 16, 2004, it was voted to refer the enclosed communication from Alderman Shea to the Committee on Community Improvement to consider funding a master plan for this park, working in conjunction with the Parks and Recreation Department.

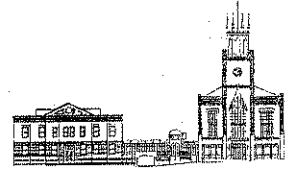
It is anticipated that this item will appear at the next committee meeting tentatively scheduled to be held on April 13, 2004.

Enclosure



CITY OF MANCHESTER

Board of Aldermen



Memo To: Board of Mayor and Aldermen

From: Alderman William P. Shea *W.P.S.*

Date: March 15, 2004

Re: Stark Park

As we are all aware there have been issues at Stark Park brought to light in recent times by Alderman Roy. I am requesting that the matter of Stark Park be referred to the Committee on CIP to consider funding a master plan for this park, working in conjunction with the Parks and Recreation Department.

IN BOARD OF MAYOR & ALDERMEN

DATE: March 16, 2004

ON MOTION OF ALD. Shea

SECONDED BY ALD. Roy

VOTED TO refer to the Committee on
Community Improvement.

Paul J. Berman
CITY CLERK



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Milliard Design Review Committee

Memo to: Committee on CIP

From: Robert S. MacKenzie

Date: April 07, 2004

Subject: Funding Request- YMCA Dormitory --Accessibility Project

Mr. Hal Jordan of the YMCA has contacted this office seeking consideration for an additional \$100,000 of funds to be put towards the cost of the above noted project. Mr. Jordan informs us that several unanticipated costs mainly relating to life safety requirements (i.e., sprinkler system, and stairway reconstruction) have significantly increased the project scope and cost. Given the high costs associated the YMCA will be completing at this time only one of the two floors of dormitory rooms. The reduction in scope (24 rooms from 48 rooms) will reduce costs but conversely the revenue from the dormitory will be decreased as well. The YMCA is thus seeking to reduce the operating costs attributable to this project by requesting additional funding from the City in lieu of conventional and more costly bank financing.

As the Committee is aware, the City had authorized in the 2004 CIP \$260,000 of CDBG funds to be used for the construction of an elevator to make all floors of the YMCA accessible. While CIP Staff continues to be supportive of this project, it is the opinion of Staff, given the reduced scope, that the \$260,000 is an appropriate level of assistance. It is our recommendation therefore to keep the amount of assistance at \$260,000. Should the Committee not concur with this recommendation and wish to provide additional funding it will be necessary to re-allocate funds from an existing CIP project or one proposed for funding in the 2005 CIP.

Attachments:

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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Greater Manchester Family YMCA

We build strong kids,
strong families, strong communities.

March 10, 2004

Corporate Office

30 Mechanic Street
Manchester, NH 03101
603•623•3558
Fax 603•623•5934

Downtown Manchester

30 Mechanic Street
Manchester, NH 03101
603•623•3558

www.manchesterymca.org

Goffstown Allard Center

116 Goffstown Back Road
Goffstown, NH 03045
603•497•4663

www.goffstownymca.org

Camping Services

Camp Foss for Girls
Camp Mi-Te-Na for Boys
30 Mechanic Street
Manchester, NH 03101
603•623•3558

www.campfoss.org

www.campmitena.org

Strafford County

PO Box 1804
Rochester, NH 03866
603•332•7334

www.straffordymca.org

Nutfield Community

206 Rockingham Road
Londonderry, NH 03053
603•437•9622

www.nutfieldymca.org

Sam Maranto
City Planning Department
1 City Hall Plaza
Manchester, NH 03101

Dear Sam:

Thanks for meeting with Janis Clark and me about our college dormitory collaboration and universal access initiative which you have approved \$260,000 of funding for from your C.I.P. budget. We are very appreciative of your support and advice on our project.

Due to a number of issues relating to the desire of the fire department to upgrade all life safety systems for all five levels of the YMCA, a number of code issues that must be addressed in our 1910 building, and difficulties with the installation of the proposed elevator, our project costs have gone substantially over the original estimate given by Dennis Mires. These additional costs require the YMCA to secure bank financing of \$700,000. The added costs of financing are creating a deficit budget that we request your help to address.

In order to help our operating budget, we request your consideration to approve an additional \$100,000 loan from the C.I.P. budget thereby reducing our bank financing costs. We are pleased to learn that you will work with us on creating a repayment plan that accommodates our cash flow requirement in the first few years of the operation. We will also look into the Americorps VISTA program based on your suggestion.

If you are able to help us in these ways, we are convinced the project will be a big success for our Downtown area and one which will be repaid to the city in a schedule that meets your needs.

Thanks again for your outstanding support.

Sincerely,

Harold J. Jordan
President/CEO
Greater Manchester Family YMCA



United Way
of Greater Manchester

10

The Law Offices of
Deachman & Cowie

Professional Association
38 W. Brook Street
Manchester, NH 03101

Ross V. Deachman
Thomas W. Cowie
Wm. John Deachman

Phone: (603) 665-9111
Fax: (603) 665-9090

March 16, 2004

The Honorable Board of Mayor and Aldermen
c/o Leo Bernier, City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Confirmation of Discharge of Paper Street
Pursuant to RSA 231:51

Dear Mr. Bernier:

This office represents the interests of Richard and Darlene Gerrie of 526 Laydon Street, Manchester, New Hampshire.

My clients are the owners in fee simple of property located at 157 Smyth Road, Manchester, New Hampshire. A small portion of Sagamore Street abuts the southern boundary of my clients' property. This small portion has never been opened, built, or used for public travel. The "paper street" lies between Smyth Road and Hall Street.

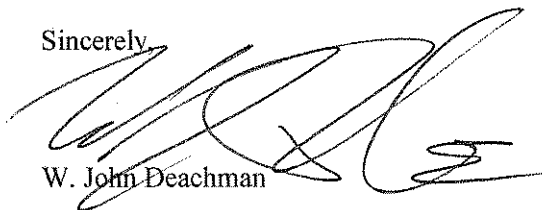
Pursuant to RSA 231:51, prior to the July 16, 1989 amendment, "[a]ny street, lane, or alley within this state which has been dedicated to public use... shall be released and discharged from all public servitude unless such street, lane, or alley shall be opened, built, or used for public travel within 20 years from such dedication."

My research shows that this portion of Sagamore Street was first dedicated to public use on or about August 2, 1897. For your convenience I have enclosed a copy of Plan No. 38, filed August 6, 1897 at the Hillsborough County Registry of Deeds.

Since this portion of Sagamore Street was not opened, built, or used for public travel within 20 years of its dedication, it has been discharged from all public use.

I respectfully request that the City issue a letter confirming the statutory discharge of Sagamore Street between Smyth Road and Hall Street after appropriate review by the Committee on Community Improvement if necessary.

Sincerely,



W. John Deachman

WJD/bms

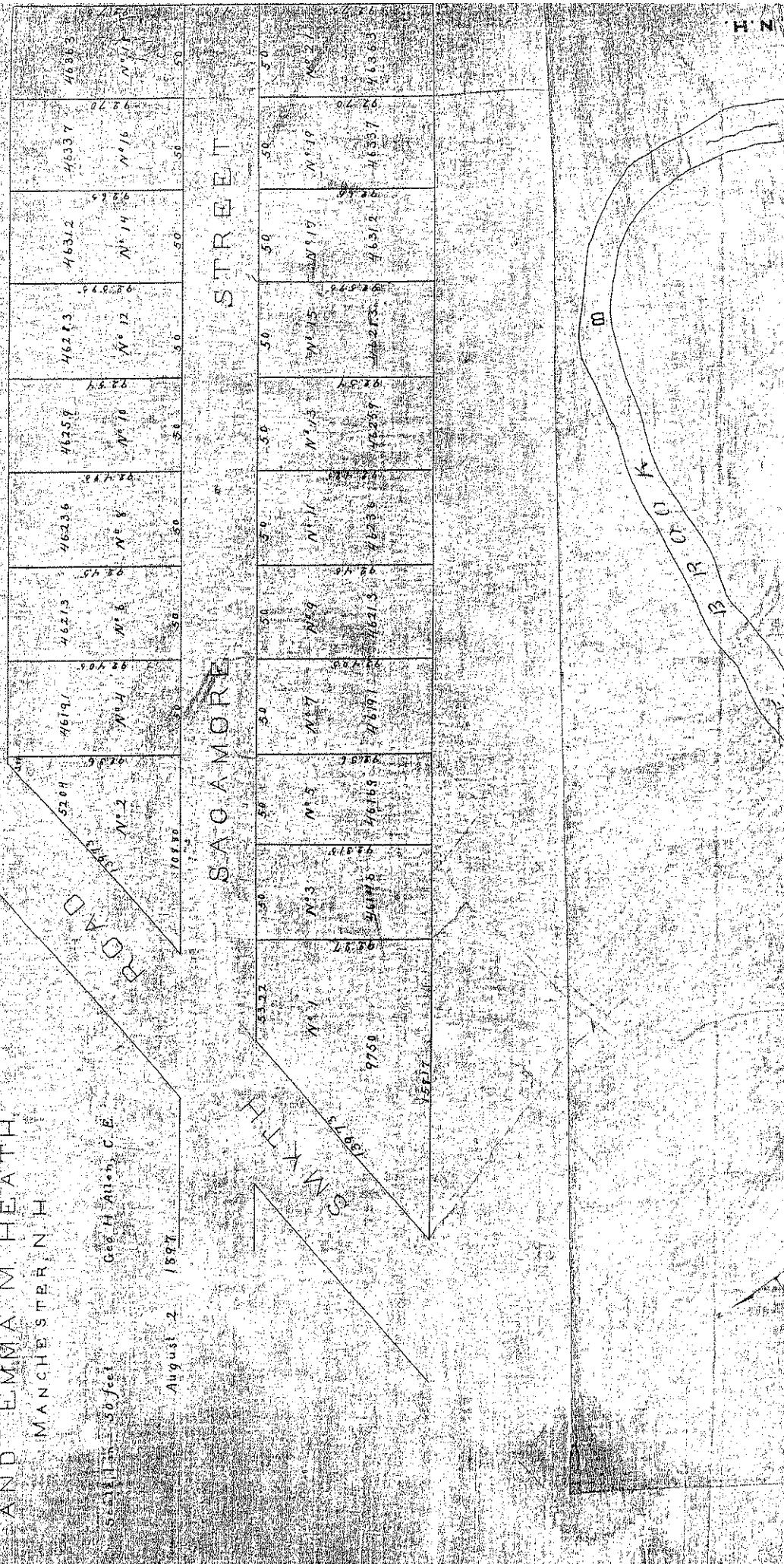
Filed Aug 6 1897
 No. 38
 Lawrence May 1897

LAND OF H.B. SAWYER
 AND EMMA M. HEATH,
 MANCHESTER, N.H.

Geo. H. Allen, C.E.

Scale 1 in = 50 feet

August 2 1897





**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

March 25, 2004

Community Improvement Committee of the Board of Mayor and Aldermen
City Hall
c/o Leo R. Bernier, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: CONFIRMATION TO DISCHARGE A PORTION OF SAGAMORE STREET

Dear Committee Members,

We have reviewed the referenced item and have found the following:

The Sagamore Street was dedicated by a subdivision plan entitled "Land of H.B. Sawyer and Emma M. Heath" dated August 2, 1897.

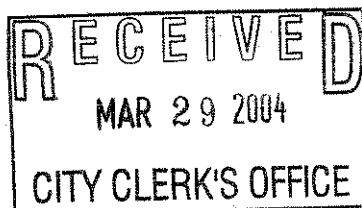
No acceptances or returns of layout for the section of Sagamore Street between Hall Street and Smyth Road were found in the "Highways, Streets and Bridges" records at the City Clerk's Office.

The portion of Sagamore Street between Hall Street and Smyth Road was never opened nor built for public travel. Therefore, RSA 231:51, before the 7/16/1989 amendment, released this portion of Sagamore Street from public servitude August 1917. Because of this, Sagamore Street does not have any public status and does not need to be discontinued.

Sincerely,

Frank Thomas, P.E.
Public Works Director

MJM
cc: File



11



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

April 7, 2004

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: *Purchase of New Vehicles*

Dear Committee Members:

The Mayor has authorized a transfer of \$204,000 from within the Police Department's budget and \$46,000 from the Highway Department's budget to purchase vehicles. Nine police cruisers and two survey vehicles will be purchased.

The police vehicles to be replaced range in year from 1999 to 2000 and typically have 95,000 to 135,000 miles on them. The two highway survey vehicles are 1986 and have over 160,000 miles on each.

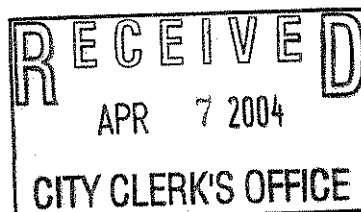
I am requesting the Committee's approval to move forward with these purchases. It is recommended that six of the police cruisers be sold at public auction and the proceeds be utilized to purchase an additional police cruiser and the remaining three cruisers be recycled into the City's fleet.

I will be available to address any questions you may have pertaining to this matter.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

cc: Frank C. Thomas, P.E.
Seth Wall, Mayor's Assistant
Robert MacKenzie, Planning Dir.
Chief John A. Jaskolka
Mindy Salomone-Abood



17



CITY OF MANCHESTER

OFFICE OF THE MAYOR

Robert A. Baines
Mayor

March 29, 2004

One City Hall Plaza

To: Board of Mayor and Aldermen

Manchester, NH 03101-1932

From: Bob Baines *RB*

Phone: 603.624.6500 (V/TTY)

Fax: 603.624.6576

Re: Transfer of Appropriations

In accordance with the City Charter, Section 6.05:c, I have authorized the following transfers of appropriations because of the urgent need to replace vehicles.

1. **Police Department:** Transfer from the salary line item in the amount of \$204,000 for the purchase of **9 police cruisers**. This is a critical issue due to the number vehicles that have logged over 100,000 miles.
2. **Highway Department:** Transfer in the contract line item in the amount of \$46,000 to replace **2 vehicles** that will not be road worthy as of this April.

These transfers are supported by the finance officer and will help us address some of the critical issues facing these departments.

cc: John Jaskolka
Frank Thomas
Kevin Clougherty



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MANCHESTER POLICE ATHLETIC LEAGUE

March 15, 2004

Board of Mayor and Alderman
CIP Committee
One City Hall Plaza
Manchester, New Hampshire 03101

Dear City Leaders,

On behalf of the Manchester Police Athletic League Board of Directors and the PAL Youth Lacrosse Program, we are seeking your assistance. In 1999, the Police Athletic League introduced the sport of Lacrosse into Manchester. Since that time, Lacrosse has expanded at a rate of 400 percent each year! This is the reason for this letter. We would like your assistance in procuring adequate field space for our athletes and continue promoting positive partnerships between the Police Department and the youth in our City.

In the fall of 2001, we spoke to the CIP Committee on behalf of PAL and explained that Parks and Recreation assign the fields to various sports organizations such as soccer, baseball and football. These are exclusive agreements that have been made between the organizations and the Manchester Parks and Recreation Department. Soccer for instance, has a lock on most fields in the city and enjoys it for more than one season. The multi-season agreement hinders a spring program, such as lacrosse to receive the adequate space. Mr. Ludwig sent us a letter recently and addressed the field space issue and mentioned a future meeting with PAL. To date, a meeting has not taken place and we still do not know our field assignment for the Spring Lacrosse season. Mr. Ludwig certainly has a difficult task and does a great job with what he has to work with. All we want to do is get a possible site to call home or get the same field assignment each year through an exclusive agreement. If exclusive agreements are not available the practice should be investigated and possibly revamped so all organizations have a chance to the best facilities in the city.

We are currently also exploring a girl's youth field hockey league which would run in the fall season. We have numerous volunteers and coaches who want to start this program. We want to implement this project and make it as successful as Lacrosse, which currently has over 160 youth playing each spring! A guaranteed field would solidify our success. We know that if we build it, they will come! This is our main goal, to promote good citizenship through athletics.

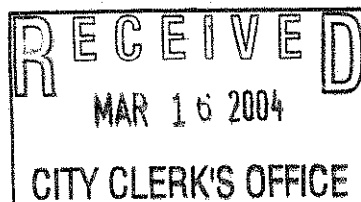
The lower ball field in Stark Park would be a perfect place for PAL to call home. This venture would be mutually advantageous for all parties to include the neighborhood, PAL and the City as a whole. We would love to explore this opportunity and continue promoting our "playgrounds, not prisons and good citizenship through athletics" philosophy! The PAL presence would also (hopefully) act as a deterrent to undesirable acts that have taken place in Stark Park in the past.

Lastly, our Lacrosse Program is now a feeder system to the three high schools and the first participants in our program have moved on and some are playing in college. What better way to get kids involved in a higher education! We are very proud of our accomplishment and look forward to a lasting partnership from the Board of Mayor and Alderman. We look forward to hearing from you and feel free to call us at our new home at 626-0211. Thank you for your continued support and consideration.

Sincerely,


Timothy J. Brown
PAL Vice-Chairman



Brian N. O'Keefe
Manchester Police Department




13



CITY OF MANCHESTER Board of Aldermen

07/10/01 - work on new
city staff research
both companies
came back to

Committee with rec.

To: Board of Mayor and Aldermen
From: Alderman O'Neil 
Date: March 12, 2004
Re: Synthetic Turf

With the bankruptcy of SRI, the firm that provided and installed the turf at both West and Gill Stadium, the City has the opportunity to revisit the issue of what is the best type of synthetic turf for Manchester. I continue to believe that a combination of sand and rubber is the best product for the multi-uses required in Manchester and specifically at the Clem Lemire Sports Complex at Memorial High School.

I have personally officiated both football and lacrosse at Stellos Stadium in Nashua, which is a sand and rubber mix. Based on my experience on the field and input I have received from other officials and from coaches, the product "Field Turf Pro Series" is the best in the state.

I became aware that Southern New Hampshire University (SNHU) recently installed the "Field Turf Pro Series" and wanted to know what SNHU knows that we don't. I spoke with Chip Polak, the Athletic Director at SNHU. Below are his comments, which he said I could repeat:

- SNHU researched the various products and installations at other facilities;
- they liked the field at Stellos Stadium;
- the company was based nearby in Maine if there were any problems;
- the college believes it is easier on the legs;
- the feedback he gets from the teams at SNHU is that the more they use the field, the better they like it;
- the SNHU soccer team practiced at West and did not like the all rubber field;
- he said that "you get what you pay for" and "the bottom-line is that the 'Field Turf Pro Series' is a better product"; and
- he also indicated that he had to keep the entire project within the approved budget and felt that the turf was the most important part of the project.

I believe that we need to move forward on the Memorial project. I am hoping that we can talk about this item while still moving the project forward. Manchester should be getting the best product available and we should expect some type of guarantee to protect the City and not be left out as we are with the previous installations.

pc: Highway
Parks, Recreation & Cemetery

3/16/04 - Remained on
table.



CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Steve Johnson, Clerk
Michael Worsley
Joseph Sullivan
Sandra Lambert
Ronald Ludwig, Director

March 10, 2004

C.I.P Committee of the
Honorable Board of Mayor and Alderman
One City Hall Plaza
Manchester, NH 03101

Attention: Alderman Daniel P. O'Neil

Re: Derryfield Country Club

Dear Alderman O'Neil,

As you may recall the Derryfield Country Club construction project came in significantly over the budgeted amount. It was therefore decided that at a CIP Committee Meeting in December of 2003 the project would be put on hold. The Committee also decided to put a hold on the expenditure of any additional funds until a new plan to move the project forward could be developed. The Department has been meeting with City Staff, the lessee, and Architect in attempts to bring the project back in line with the budgeted amount. The basic plan is to create a format that would allow the City to put the project out to bid. In order for this to happen the CIP Committee would need to release additional funds already allocated to the project.

Should it be the desire of the Committee to consider this request, we would have the Architect, lessee and appropriate City Staff, including Finance and the City Solicitor appear at this meeting to answer any questions the Committee may have.

Thanking you in advance for your consideration in this matter.

Sincerely,

Ronald E. Ludwig
Director

CC: Alderman Shea
Alderman Lopez
Alderman Smith
Alderman Garrity



CITY OF MANCHESTER
Office of the City Clerk

11/25/03 - Uptd to
table & have
architect come
back with rec. at Dec.
mtg.

12/9/03 - Tabled - spend no
more
Leo R. Bernier
City Clerk
Carol A. Johnson
Deputy City Clerk
Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Board of Mayor and Aldermen

From: Lisa Thibault
City Clerk's Office *Lisa*

Date: November 24, 2003

Subject: Separate Cover Item-Derryfield Country Club Project Status Update

Attached please find a memo with attachments from Ron Ludwig regarding the Derryfield Country Club Project. Please note that this is in reference to Item 4 of the CIP agenda for Tuesday, November 25.

Attachment



CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

November 24, 2003

Mr. Daniel O'Neil, Chairman
CIP Committee
One City Hall Plaza
Manchester, NH 03101

Re: Derryfield Country Club
Project Status Update

Dear Alderman O'Neil,

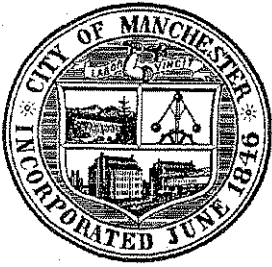
Enclosed as per your request is information relative to the status of the above referenced project. Included is a Chronological Analysis of events leading to up to November 2003. I have also included a portion of the Management Agreement entered into by our Tennant, Mr. Mike Lanoie and the City. The Section I have included (21) indicates how the parties should move forward in the event the project can not be completed within the budget.

Dennis Mires, from Dennis Mires Architect Firm, John Deloya, from Eckman Construction and I will be on hand to further explain the material and answer questions Committee Members may have.

Sincerely,

Ronald E. Ludwig
Director

Cc: Honorable Mayor Baines



CITY OF MANCHESTER
Parks, Recreation & Cemetery Department

625 Mammoth Road
Manchester, NH 03104-5491
(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

Derryfield Country Club
Clubhouse Project 2003

Design Engineering Process/ Chronological Analysis

The following is a chronological delineation of critical events during the conception and design engineering phases of the above referenced project.

- October 16, 1998 – Presentation of existing clubhouse building analysis and solution recommendations by Orcutt Architects as part of the facility's Master Plan.
- October 10, 2001 – Development of conceptual building and site plan with corresponding cost analysis presented by a local Architectural firm to the City on behalf of the Derryfield Country Club Restaurant. Result was a range of high \$2,300,000 and low \$1,900,000 for a 20,000 sf building.
- March 15, 2002 – Updated review and analysis of conceptual construction cost estimate presented by a local Architectural firm to the City on behalf of the Derryfield Country Club Restaurant. Result indicated no change in previous job cost estimate.
- December 13, 2002 – Execution of Management Agreement between the City and BLL Restaurant, Inc. delineating terms of building construction, occupation and payment schedule.
- January 2003 – Selection Committee for selection of a firm to provide Architectural/ Engineering services is formed. Members include Ron Ludwig- P,R&C Dept., Ron Johnson- P,R&C Dept., Tim Clougherty- Highway Dept., Pamela Goucher- Planning Dept., Mike Lanoie- BLL Restaurant, Inc.(Tenant) and Ed Wojnilowicz- P,R&C Dept. Once the Architectural firm is selected, a representative of that firm will become a member of this committee for the selection of a Construction Manager.
- January 14, 2003 – Project assumptions and cost estimates provided to P,R&C Department by the City's Public Building Services Division. Result was a high of \$3,400,000 and a low of \$2,500,000.
- January 22, 2003 – RFQ for Architectural Services and a Construction Manager advertised.
- March 25, 2003 - Architectural Services RFP deadline.
- April 10, 2003 – Architectural firm of Dennis Mires selected to perform design engineering work for clubhouse project.
- April 15, 2003 – Bond Resolution for the amount of \$2,300,000 approved by the BMA.
- May 1, 2003 - Construction Manager RFP deadline.

- May 7, 2003 – Eckman Construction Co., Inc. selected to provide construction manager services for clubhouse project.
- May 14, 2003 – DCC membership informational meeting.
- May 15, 2003 – DCC abutter informational meeting.
- June 12, 2003 – First meeting of clubhouse design group meets. It was determined that this group meets every Thursday to disseminate information and maintain the expedited status of the project.
- June 19, 2003 – Contract for construction of new maintenance building is executed with Eckman Construction Co., Inc.
- July 16, 2003 – Design work continues and project cost estimates appear to be escalating beyond budget parameter. Architect and Construction Manager were instructed to prepare a comprehensive cost analysis of the project.
- July 18, 2003 – Construction of new maintenance building begins.
- July 24, 2003 – Construction Manager presented a preliminary project cost analysis. Design work continues and all parties are instructed to review their respective parts of the project and identify cost cutting measures.
- August 14, 2003 – Design work continues. Project cost estimates place the design over budget and significant impact to Tenant program will occur if space reduction is implemented.
- August 21, 2003 – Design work near completion and project cost estimates indicated project over budget. Construction Manager was instructed to bid plans in their current form in order to place an actual dollar value on estimated construction costs. Once actual pricing is obtained Value Engineering exercises can commence.
- September 24, 2003 – Bid results are provided by Construction Manager for analysis. Project cost as bid is identified at \$3,749,480. Value Engineering commences and a list of possible adjustments is provided.
- September 25, 2003 – It is determined that project can not be accomplished in its present form. Construction Manager instructed to provide further break down of costs indicating items to be carried by Owner and by Tenant. Owner and Tenant review project analysis line by line.
- October 2, 2003 – Owner/ Tenant cost breakdown is provided and VE exercises continue.
- October 16, 2003 - It is determined that project in its present form can not continue without additional funding and redesign is identified as a possibility. Architect is instructed to provide alternative design sketches and a fee estimate for additional services.
- November 5, 2003 – Architect and Construction Manager provide a bare bones design that will accommodate Owner and Tenants program requirements. Total project cost estimate is projected at \$3,250,000. As requested by owner, a list of criteria on which the redesign was based has been provided. Currently under review.
- November 6, 2003 – Certificate of Occupancy issued for maintenance building.

become the property of Owner. This includes, but is not limited to, ceilings, flooring, carpeting, shelving (which is affixed to the real estate), partitions, walls, wall coverings, affixed restaurant equipment and the like. At the termination of this Agreement, Manager may remove its own personal property not considered part of the real estate, such as blinds, curtains, portable equipment, business machines, trade fixtures, signs and the like, not affixed to the real estate.

Notwithstanding the foregoing, Manager may not remove affixed equipment and the Premises shall remain equipped and furnished such that it can continue to be used as a restaurant and banquet facility.

21. **OWNER'S CONSTRUCTION AND IMPROVEMENTS:** Owner hereby agrees to spend a maximum of Two Million Two Hundred Thousand Dollars (\$2,200,000) (the "Improvement Allowance") on the demolition of the current country club facility and on the construction of and improvements to the Building and the Property. Upon execution of this Agreement, Owner shall, using its normal procurement and contracting procedures, arrange for the design and construction of the Building and improvements therein and thereafter the demolition of the existing building. The Improvement Allowance shall be spent on the following items and in the following priority until it is depleted, after which Owner shall have no further obligation to make any further renovations or improvements.

- a. First, to design the Building;
- b. Second, to construct and frame the exterior of the Building;
- c. Third, to construct the interior of the Building, excluding the Premises;
- d. Fourth, to demolish the existing building and to landscape the demolition site (the date such work commences being the "Demolition Date")
- e. Fifth, to construct to a minimum base level the interior of the Premises for an approximately 10,000 square foot restaurant and function facility, an approximately 3,400 square foot exterior deck and approximately 1,500 square feet of office and storage space located on the lower level (the "Vanilla Box Improvements");
- f. Sixth, the remainder of the Improvement Allowance, if any, shall be provided to Manager as an allowance to install finishes and to fit-up the Premises, including the function room, dining room, kitchen, bathroom and common area.

To the extent the Improvement Allowance has not been depleted, the Vanilla Box Improvements shall include rough electrical, rough plumbing to kitchen, bathrooms and bar, complete HVAC distribution throughout entire Premises, finished fire rated sheetrock ceiling, and a clean smooth surfaced floor ready to accept Manager's finished floor materials.

If at any time prior to the award and entering into of a construction contract to build the Building either Owner or Manager shall reasonably believe that the Improvement Allowance will be depleted prior to the completion of the Vanilla Box Improvements, such party shall notice the other of such belief (the "Depletion Notice"). During the thirty (30) days following the delivery of the Depletion Notice, Manager and Owner shall cooperatively work together to: (a) agree upon a mutually acceptable redesign of the Building or portions thereof so that the cost of the construction is satisfactorily reduced; (b) implement other reasonable and mutually acceptable cost saving measures; (c) seek from the Board of Mayor and Aldermen of the City of Manchester additional financing (the agreement to which shall be in such Board's sole discretion) to augment the Improvement Allowance so that it will not be depleted prior to the completion of the Vanilla Box Improvements and enter into a corresponding amendment of this Agreement to increase the Minimum Share of Revenue to account for any additional debt service requirements; (d) have Manager agree to absorb the shortfall in the funding for the Vanilla Base Improvements; or (e) agree to and implement any combination of matters set forth in the foregoing clauses (a), (b), (c) and (d). If Owner and Manager are unable to reach a mutually acceptable agreement regarding the cost of the design and construction of the Building within such thirty (30) day period, Manager shall have the right by notice to Owner to terminate this Agreement within ten (10) business days after the end of such thirty (30) day period. If Manager does not timely terminate this Agreement pursuant to this Section 21 (which termination must occur, if at all, prior to the construction contract being entered into by Owner for the Building), the Agreement shall remain in full force and effect.

In addition, if, after a construction contract to build the Building has been awarded and entered into, either Owner or Manager becomes aware of a material cost increase due to unforeseen conditions (e.g., the discovery of hazardous waste requiring an expensive clean-up) either party may provide the other with a Depletion Notice and the provisions of the foregoing grammatical paragraph shall apply (except that Manager's right to terminate this Agreement shall be timely if exercised within ten (10) days of the end of the thirty (30) day period following delivery of the Depletion Notice notwithstanding that a construction contract to build the Building has been awarded and entered into).

Once the Improvement Allowance has been depleted, Manager shall be responsible for the cost of any further renovations and improvements to the Premises.

22. **BUILDING DESIGN COLLABORATION.** Owner and Manager hereby agree that the selection of the architect and design of the Building shall be a collaborative process. Although the selection of the designer and contractor for the Building must be undertaken in accordance with the applicable procurement procedures of Owner, Manager shall have the right to participate in the selection process including by being present at any interviews or presentations, being



**City of Manchester
Parks, Recreation & Cemetery Department**

625 Mammoth Road
Manchester, NH 03104-5491

(603) 624-6565 Administrative Office
(603) 624-6514 Cemetery Division
(603) 624-6569 Fax

COMMISSION

George "Butch" Joseph, Chairman
Thomas Murphy, Clerk
Michael Worsley
Joseph Sullivan
Steve Johnson
Ronald Ludwig, Director

September 23, 2003

Robert S. MacKenzie, Director
City of Manchester Planning & Community Development Department
One City Hall Plaza
Manchester, NH 03101

Re: Derryfield Park Rehabilitation Phase-II (CIP# 510004)

Dear Bob:

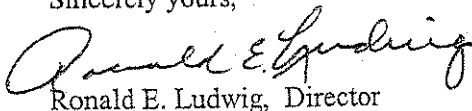
According to the FY 2004 CIP Budget, the above referenced project was identified in the Recreation and Leisure section of Table 1 (Federal, State and Other). A budget number of \$500,000 was referenced with a footnote that states the funding was to be provided by the Riverfront Park project as a cash contribution or through in-kind construction services.

This project was also discussed at the March 11, 2003 CIP Committee meeting as being a valid project for funding to be provided by the Riverfront Project developer for the relocation of Singer Park. The motion that carried called to move the bleachers from Singer Park to West Memorial Field, provide the Musco Sports Lighting to the Parks & Recreation Department and accept a cash proposal from the developer to be placed in the City's Special Revenue Reserve Account.

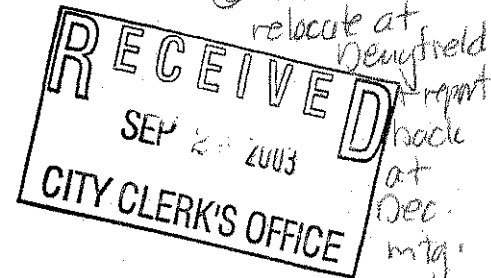
We would like to update you on what has transpired regarding the Riverfront Project and also inquire about the status of the "cash contribution". First, I am pleased to report the relocation of the bleachers to West Memorial Field was completed last week. Next, I should mention that we learned in July from the developer, Mr. Sanborn, the Musco Sport Lights from Singer Park would not be made available to the City.

The last item voted on by the CIP Committee was the "cash contribution". To my knowledge, the City has not received these funds. The City Finance Department contacted our office in mid-August asking about status of the funds, so they could complete the startup for the Derryfield Park Rehabilitation Project - Phase-II. Would you please confirm the status of these funds and make a request to the CIP Committee to determine if they are eligible for Derryfield Park.

Sincerely yours,


Ronald E. Ludwig, Director

p/c: CIP Committee
Alderman Ted Gatsas - Ward #2
William Jabjiniak, Destination Manchester Coordinator

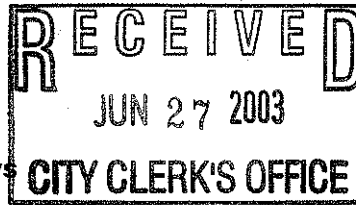


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**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487



Commission
James E. Connolly, Jr.
Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

June 27, 2003

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Mr. Leo R. Bernier
City Clerk

Re: *Fleet Management/Motorized Equipment
Policy & Procedure*

Dear Committee Members:

As requested, attached is the latest Fleet Management Policy, (adopted in 1994). I have enclosed a recommended, updated policy for the Committee's review. In response to your questions, please refer to Section 5.C which references the City Seal and Authorized Passengers.

I am available to answer any questions you may have on this matter.

Sincerely,


Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

Encl.

9/9/03 - Highway to send to
depts. for feedback
report back to
Commission
Committee
at a later
date
10/14/03 -
11/25/03 -
12/9/03 - " "
2-10-04 - " "
3-16-04 - " "

Tabbed

Tabbed

DRAFT

To the Board of Mayor and Aldermen of the City of Manchester

Gentlemen:

The Committee on CIP respectfully recommends, after due and careful consideration, that:

Consistent with **Chapter 30, Section 32.083** of the Code of Ordinances and former policies of the City, the following up-dated policies and procedures be adopted:

CITY OF MANCHESTER POLICIES AND PROCEDURES FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. **Fleet Management** shall be conducted under the supervision of the ~~Committee on Transportation~~ *Community Improvement Committee*.
2. **Procurement**
 - A. No vehicle, motorized equipment or trailers shall be leased, donated or purchased without the approval of the ~~Committee on Transportation~~ *Community Improvement Committee*.
 - (1) *Exception* – The Manchester School of Technology may accept donated vehicles for instructional purchases provided however, that disposition of such vehicles is conducted for salvage purposes and in accordance with the Ordinances of the City of Manchester.
 - B. Scheduled Replacement/Annual Requests The ~~City Coordinator~~ *Public Works Director* shall maintain an equipment replacement schedule. Department Heads shall submit annual requests for motorized vehicular equipment to the ~~City Coordinator~~ *Public Works Director* on forms in a manner to be determined by the ~~City Coordinator~~ *Public Works Director*. *Annual requests shall coincide with the annual budget process. The Public Works Director shall provide a summary of the annual requests to the Mayor for budgetary approvals.*
 - C. Interim Requests for motorized equipment, emergency or otherwise, shall be made to the ~~Committee on Transportation~~ *Community Improvement Committee* in care of the City Clerk who shall forward a copy to the ~~City Coordinator~~ *Public Works Director* and present the request to ~~Committee~~ *the Community Improvement Committee*.

- D. Procurement Code Compliance: Following approval of vehicle/equipment purchase, the Department Head shall consult with the ~~office of the City Coordinator~~ *Public Works Director or his designee*, who shall advise as may be required for compliance with the procurement code. The ~~City Clerk~~ *Public Works Director* shall process encumbrances and payments as may be required in accordance with the Committee's direction. *Enterprise departments shall process their own encumbrances and payments.*

3. Operational control, disposition of vehicles/equipment, allocation of revenues.

~~Pursuant to Section 2-177 of the Code of Ordinances~~, Authority for assignment and utilization of a motor vehicle, shall be with the department for which it was originally purchased subject to meeting conditions of other policy requirements contained herein.

When a department determines for any reason that it no longer requires any motor vehicle, *(motorized equipment or trailer)*, they shall immediately notify the ~~Committee on Transportation~~ *Public Works Director for disposition or reassignment as determined to be appropriate*. Whenever a department receives a replacement vehicle for any reason (inclusive of insurance/accident) they shall immediately notify the ~~Committee on Transportation~~ *Public Works Director* for disposition purposes. If for any reason the department wishes to keep the vehicle being replaced, a request to the ~~Committee on Transportation~~ *Community Improvement Committee* is required.

Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and City policy.

Revenues received, as part of disposition shall be returned to the ~~fund which the vehicle was purchased~~ *Motorized Equipment Replacement fund*.

- A. *Vehicle Registration. No vehicle shall be registered without having been authorized by the C.I.P. Committee. Enterprise departments who have purchased approved vehicles shall provide purchase documentation to the Public Works Director prior to applying for registration. The City Clerk shall provide a copy of all registrations to the Public Works Director for inventory maintenance purposes.*
- B. *Vehicle Trade-In. The department shall provide the Public Works Director trade-in documentation for any vehicle traded in toward the purchase of an approved vehicle replacement.*
- C. *Vehicle Transfers. The department shall provide the Public Works Director documentation of any approved replacement vehicle transferred to another department. The receiving department shall obtain approval from the C.I.P. Committee prior to accepting vehicle transfers.*

4. Financial and General Records.

The ~~Office of the City Coordinator~~ *Public Works Director* shall maintain a statement of all accounts for the C.I.P. Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk *shall process all Certificates of Origin with the State of New Hampshire* and shall hold all original titles and registrations, with copies to departments as needed.

5. Use and Storage of City vehicles after working hours.

The purpose of this Section is to establish rules and conditions of use for City owned vehicles stored off City Property and used after hours and overnight. This policy is designed to provide adequate control for such storage and use since, although such arrangements are to the advantage of the City, they are subject to misinterpretation of the public. The City must be assured that the storage and use of these vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.

A. Responsibility

1. Department Head

It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City, to investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists.

2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

B. Travel

1. Official Travel

Travel related to the execution of duties and functions of City employees such as inspections, fieldwork and transportation to meetings and working sites.

2. Limited Local Travel

Participation in approved civic programs. Transporting of immediate family to work or school while driving to work. In cases of emergency when no other transportation is available. No City employee should depend on any City vehicle exclusively for their private vehicular needs.

C. Vehicle Identification and Operators

1. City Seal

All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles. Department names for recognition purposes should appear below the City seal.

2. Authorized Drivers

City employees having a valid New Hampshire motor vehicle operator's license. A copy of the operator's license shall be kept in the employee's personnel file. ~~In most instances, the duly authorized employee.~~

3. Authorized Passengers

City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy, the negligent driver is held responsible.

D. Overnight Use

Permitted utilization

1. Department heads whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.
2. Employees whose responsibilities involve emergency services and who are regularly subject to call.
3. To provide safe and secure storage, *within the City of Manchester*, for the vehicles which cannot otherwise be provided as economically and conveniently.

When permission has been granted, City owned vehicles are to be used as follows:

E. Use

1. Proper Use – Execution of official business of the city. Attending local meetings and conferences related to City business. Out of town travel requires proper approval. Limited local travel which could not be construed as an abuse.
2. Improper Use – Strictly personal use such as vacations or family recreation activities in or out of town such as beach, racetrack, etc. Off duty weekend usage. By unauthorized drivers. Providing transportation to unauthorized passengers. Driving an improperly marked City vehicle. Violation of Federal, State or City laws.

To the Board of Mayor and Aldermen of the City of Manchester:

Gentlemen:

The Committee on Transportation respectfully recommends, after due and careful consideration, that:

In the absence of a budget for the Fleet Management Department, and as is consistent with Chapter 2, Article XII of the Code of Ordinances and former policies of the City, the following policies and procedures be adopted:

CITY OF MANCHESTER

POLICIES AND PROCEDURES

FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. Fleet Management shall be conducted under the supervision of the ~~Committee on Transportation~~. *Community Improvement Program Committee*.

2. Procurement

A. No vehicle, motorized equipment or trailers shall be leased, donated or purchased without the approval of the ~~Committee on Transportation~~. *CIP Comm*

(1) Exception. The Manchester School of Technology may accept donated vehicles for instructional purchases provided however that disposition of such vehicles is conducted for salvage purposes and in accordance with the Ordinances of the City of Manchester.

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5. Use and Storage of City vehicles after working hours.

The purpose of this section is to establish rules and conditions of use for City-owned vehicles stored off City property and used after hours and overnight. This policy is designed to provide adequate control for such storage and use since, although such arrangements are to the advantage of the City, they are subject to misinterpretation of the public. The City must be assured that the storage and use of these vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.

A. Responsibility

1. Department Head / *District Superintendent*

It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City. To investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists.

2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

B. Definitions

1. Official Travel.

Travel related to the execution of duties and functions of City employees such as inspections, field work, and transportation to meetings and working sites.

2. Limited Local Travel.

Participation in approved civic programs. Transporting of immediate family to work or school while driving to work. In cases of emergency when no other transportation is available. No City employee should depend on any City automobile exclusively for their private vehicular needs.

3. City Seal.

All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles. Department names for recognition purposes should appear below the City Seal.

4. Authorized Drivers.

City employees having a valid New Hampshire motor vehicle operator's license. In most instances the duly authorized employee.

5. Authorized Passengers.

City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy the negligent driver is held responsible.

C. Policy

Permitted utilization.

1. Department heads ^{1 asmet Supt.} whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.

2. Employees whose responsibilities involve emergency services and who are regularly subject to call.

3. To provide safe and secure storage for the vehicles which cannot otherwise be provided as economically and conveniently.

When permission has been granted, City owned vehicles are to be used as follows:

Proper Use

Execution of official business of the City.
Attending local meetings and conferences related to City business. Out of town travel requires proper approval.
Limited local travel which could not be construed as an abuse.

T 17

(Annual requests shall coincide with the budget process. The PWD shall provide a summary of the requests to the Mayor for budgetary approval.)

Page 2

B. Scheduled Replacement/Annual Requests The City ^{Public Works Director, Department of Highways} ~~Coordinator~~ shall maintain an equipment replacement schedule. Department Heads ^{and the School District} shall submit annual requests for motorized vehicular equipment to the ~~City Coordinator~~ on form to be determined by the ~~City Coordinator~~. ^{PWD} ^{PWD}

C. Interim Requests for motorized equipment, emergency or otherwise, shall be made to the ~~Committee on Transportation~~ ^{CIP Comm} in care of the City Clerk who shall forward copy to the ~~City Coordinator~~ and present to ^{the request} ~~the~~ Committee. ^{PWD}

D. Procurement Code Compliance. Following approval of vehicle/equipment purchase, the Department Head shall consult with the office of the ~~City Coordinator~~ ^{PWD} who shall advise as may be required for compliance with procurement code. The ~~City Clerk~~ ^{PWD} shall process encumbrances and payments as may be required in accordance with the Committee's direction. *Enterprise departments shall process their own encumbrances and payments.*

3. Operational control, disposition of vehicles/equipment, allocation of revenues.

Pursuant to Section 2-177 of the Code of Ordinances, authority for assignment and utilization of a motor vehicle shall be with the department for which it was originally purchased, subject to meeting conditions of other policy requirements contained herein.

When a department ^{district} determines for any reason that it no longer requires any motor vehicle, it shall immediately notify the ~~Committee on Transportation~~ ^{CIP Comm}. Whenever a department receives a replacement vehicle for any reason (inclusive of insurance/accident) the department shall immediately notify the ~~Committee on Transportation~~ ^{CIP Comm} for disposition purposes. If for any reason the department wishes to keep the vehicle being replaced, a request to the ~~Committee on Transportation~~ ^{CIP Comm} is required. ** 1*

Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and city policy.

Revenues received as part of disposition shall be returned to the fund from which the vehicle was purchased.

4. Financial and General Records.

^{check this} The ~~Office of the City Coordinator~~ ^{PWD} shall maintain a statement of all accounts for the Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk shall maintain a listing of vehicles and equipment purchased and registered with departmental location. The City Clerk shall hold all original titles and registrations, with copies to departments as needed.



City of Manchester
Office of the City Clerk

City Hall
904 Elm Street
Manchester, New Hampshire 03101
(603) 624-6455

Leo R. Bernier
City Clerk

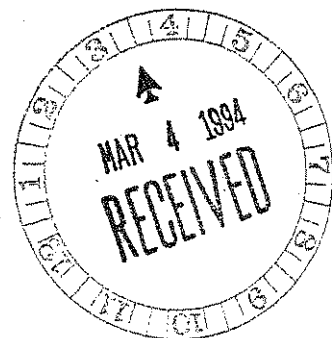
Carol A. Johnson
Deputy Clerk

Lisha M. Boucher
Deputy Clerk

MEMO TO: ALL DEPARTMENT HEADS
FROM: C. JOHNSON
DEPUTY CITY CLERK
DATE: MARCH 3, 1994
RE: POLICIES AND PROCEDURES
FLEET MANAGEMENT/MOTORIZED EQUIPMENT

Enclosed is a copy of the above referenced as adopted by the Board of Mayor and Aldermen pursuant to a report of the Committee on Transportation accepted as amended on February 1.

Enclosure



COPY

Improper Use

Strictly personal use such as vacations or family recreation activities in or out of town such as beach, race track, etc.
Off duty weekend usage.

By unauthorized drivers.

Providing transportation to unauthorized passengers.

Driving an improperly marked City vehicle.

Violation of Federal, State or City laws.

Respectfully submitted,

L. R. Bernier

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen

held 2/1/94 on a motion by Ald. Goonan

duly seconded by Ald. Pariseau the report of

the Committee was accepted and its recommendations amended by adding Mayor and Fire Chief's vehicles to exception under section 5.3. and adopted as amended.

(adopted) ~~(denied)~~

[Signature]

City Clerk
[Signature]



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 2, 2003

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: Motorized Equipment Policy

Dear Committee Members:

As requested, I have distributed to and received comments from City Departments on the referenced policy. The intent is to update the policy adopted by the Board of Mayor and Aldermen on February 2nd 1994. The wording which has a strikethrough is being eliminated, whereas the italicized wording is being added.

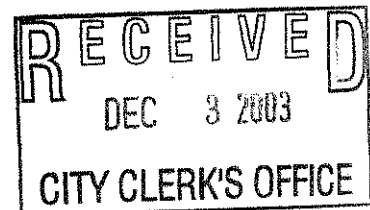
At the recommendation of the City Solicitor, this policy would not pertain to the School District. I will be available to address any questions you may have on this matter.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.
Alderman Daniel P. O'Neil
Mayor's Office
Department Heads



17

DRAFT

To the Board of Mayor and Aldermen of the City of Manchester

Gentlemen:

The Committee on CIP respectfully recommends, after due and careful consideration, that:

Consistent with Chapter 30, Section 32.083 of the Code of Ordinances and former policies of the City, the following up-dated policies and procedures be adopted:

CITY OF MANCHESTER POLICIES AND PROCEDURES FLEET MANAGEMENT/MOTORIZED EQUIPMENT

1. **Fleet Management** shall be conducted under the supervision of the ~~Committee on Transportation Community Improvement Committee~~.

2. Procurement

A. No vehicle (motorized equipment or trailer) shall be leased, donated or purchased without the approval of the ~~Committee on Transportation Community Improvement Committee~~.

(1) ~~Exception~~—The Manchester School of Technology may accept donated vehicles for instructional purchases provided however, that disposition of such vehicles is conducted for salvage purposes and in accordance with the Ordinances of the City of Manchester.

B. Scheduled Replacement/Annual Requests The City ~~Coordinator~~ *Public Works Director* shall maintain an equipment replacement schedule. Department Heads shall submit annual requests for motorized vehicular equipment to the ~~City Coordinator~~ *Public Works Director* on forms in a manner to be determined by the ~~City Coordinator~~ *Public Works Director*. Annual requests shall coincide with the annual budget process. The *Public Works Director* shall provide a summary of the annual requests to the Mayor for budgetary approvals.

C. Interim Requests for motorized equipment vehicles, emergency or otherwise, shall be made to the ~~Committee on Transportation Community Improvement Committee~~ in care of the City Clerk who shall forward a copy to the ~~City Coordinator~~ *Public Works Director* and present the request to ~~Committee~~ *the Community Improvement Committee*.

- D. Procurement Code Compliance: Following approval of vehicle/equipment purchase, the Department Head shall consult with the ~~office of the City Coordinator~~ *Public Works Director or his designee*, who shall advise as may be required for compliance with the procurement code. The ~~City Clerk~~ *Public Works Director* shall process encumbrances and payments as may be required in accordance with the Committee's direction. *Enterprise departments shall process their own encumbrances and payments.*

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Disposition of vehicles/equipment shall be conducted as is consistent with other ordinances and City policy.

Revenues received, as part of disposition shall be returned to the fund from which the vehicle was purchased.

- A. *Vehicle Registration*. No vehicle shall be registered without having been authorized by the *C.I.P. Committee*. *Enterprise departments who have purchased approved vehicles shall provide purchase documentation to the Public Works Director prior to applying for registration. The City Clerk shall provide a copy of all registrations to the Public Works Director for inventory maintenance purposes.*
- B. *Vehicle Trade-In*. The department shall provide the *Public Works Director* trade-in documentation for any vehicle traded in toward the purchase of an approved vehicle replacement.

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The ~~Office of the City Coordinator~~ *Public Works Director* shall maintain a statement of all accounts for the C.I.P. Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk *shall process all Certificates of Origin with the State of New Hampshire* and shall hold all original titles and registrations, with copies to departments as needed.

5. Use and Storage of City Vehicles ~~after working hours.~~

~~The purpose of this Section is to establish rules and conditions of use for City-owned vehicles stored off City Property and used after hours and overnight. This policy is designed to provide adequate control for such storage and use since, although such arrangements are to the advantage of the City, they are subject to misinterpretation of the public. The City must be assured that the storage and use of vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.~~

A. Responsibility

1. Department Head

It is the responsibility of each department head to arrange for adequate control and storage of City vehicles when such arrangements are to the advantage of the City, to investigate any alleged abuses brought to the attention of the department and take appropriate action to correct a situation if it exists.

2. Authorized Driver

City employees assigned a City vehicle are responsible for garaging or storing the vehicle at night in the City, monitoring its periodic maintenance requirements, keeping the vehicle in a presentable appearance, and bringing it to the office for use during the day at no additional cost to the City. To exercise discreet judgement in the use and operation of City property.

3. *Garaging/Storing of City vehicles outside City Limits*

The Department Head may authorize the garaging or storage of City vehicles outside City limits when it is in the best interest of the City to do so.

4. *Employees are responsible for detailing all personal use of City Vehicles to the Human Resources Department for reporting on the employees W-2 tax form.*

B. Travel

1. Official Travel

Travel related to the execution of duties and functions of City employees such as inspections, fieldwork and transportation to meetings and working sites.

2. Limited Local Travel

Participation in approved civic programs. Transporting of immediate family to work or school while driving to work. In cases of emergency when no other transportation is available. No City employee should depend on any City vehicle exclusively for their private vehicular needs.

C. Vehicle Identification and Operators

1. City Seal

All City vehicles will bear a permanent City seal on the side doors, with the exception of Welfare vehicles, Chief of Police and Detectives' vehicles, *and enterprise Departments may display the enterprise seal in place of the City seal.* Department names for recognition purposes should appear below the City seal.

2. Authorized Drivers

City employees having a valid New Hampshire motor vehicle operator's license. A copy of the operator's license shall be kept in the employee's personnel file. ~~In most instances, the duly authorized employee.~~

3. Authorized Passengers

City employees or those who are engaged in conducting business with the City. The only exceptions to this definition are listed above under "Limited Local Travel" which is a combination of approved travel and personal. Care should be taken in carrying passengers since the City is only liable to the extent of its insurance coverage. On passenger claims exceeding the liability limits of the City policy, the negligent driver is held responsible.

D. Overnight Use

Permitted utilization

1. Department heads whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve evening and weekend public appearances.
2. Employees whose responsibilities involve emergency services and who are regularly subject to call.
3. To provide safe and secure storage, *within the City of Manchester*, for the vehicles which cannot otherwise be provided as economically and conveniently.
4. *The Department Head may authorize the garaging or storage of City vehicles outside City limits when it is in the best interest of the City to do so.*

~~When permission has been granted, City-owned vehicles are to be used as follows:~~

E. Use

1. Proper Use – Execution of official business of the city. Attending local meetings and conferences related to City business. Out of town travel requires proper approval. Limited local travel which could not be construed as an abuse.
2. Improper Use – Strictly personal use such as vacations or family recreation activities in or out of town such as beach, racetrack, etc. Off duty weekend usage. By unauthorized drivers. Providing transportation to unauthorized passengers. Driving an improperly marked City vehicle. Violation of Federal, State or City laws.

F. Airport Provisions

Because of the Airport's unique operational nature and federal oversight requiring certain Airport employees assigned radio-equipped vehicles to be on 24-hour call status, these employees are authorized limited personal use of these vehicles within a reasonable distance from Manchester Airport. Reasonable distance will be determined by the Airport Director based on Airport response-time requirements.

6. Exceptions

Exceptions to this policy may be made by the Mayor or The Community Improvement Committee when it is in the best interest of the City.

4. Financial and General Records.

A. ~~The Office of the City Coordinator Public Works Director~~ shall maintain a statement of all accounts for the C.I.P. Committee, reflecting current budgets, amounts encumbered, and actual expenditures. The City Clerk *shall process all Certificates of Origin with the State of New Hampshire and shall hold all original titles and registrations, with copies to departments as needed.*

B. *The Public Works Department will be responsible to issue a fixed asset tag for those vehicles purchased through the Motorized Equipment replacement program. It will be the responsibility of the Public Works Department to enter those vehicles into the City's Continuing Property Records. Departments will be required to forward necessary information regarding location, division, funding source and so forth. Enterprise departments shall process their own vehicles purchased through other funds.*

C. *Transferring/Retiring: The Public Works department will be responsible for maintaining the Continuing Property Records Module for Vehicles and Equipment. Departments will need to notify the Public Works Department when vehicles are disposed, retired or transferred. Enterprise departments shall maintain their own continuing property records.*

5. Use and Storage of City Vehicles after working hours.

~~The purpose of this Section is to establish rules and conditions of use for City owned vehicles stored off City Property and used after hours and overnight. This policy is designed to provide adequate control for such storage and use since, although such arrangements are to the advantage of the City, they are subject to misinterpretation of the public. The City must be assured that the storage and use of vehicles is above reproach. This policy will assure the City a means of reviewing and answering reports of alleged abuse.~~

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3. Garaging/Storing of City vehicles outside City Limits

The Department Head may authorize the garaging or storage of City vehicles outside City limits when it is in the best interest of the City to do so.

4. *Employees are responsible for detailing all personal use of City*

November 3, 1994

Mr. Fred Testa, Airport Director
Manchester Airport
One Airport Road, Suite 300
Manchester, NH 03103

Dear Fred;

This letter is to confirm terms of your verbal offer of employment to me, made this week. *Specifically;*

The position of Airport Assistant Director for Engineering & Planning is being offered at a weekly salary of \$959.88.

Health care benefits for my family will be maintained by the Airport until such time as I am enrolled in the City's regularly offered health care program.

Although this is a salaried position, the basic core work week is understood to be 35 hours.


An Airport vehicle, fully maintained, insured, and fueled by the Airport, will be provided for my use in commuting to work at the Airport from my home. In addition, this vehicle is understood to replace my own personal vehicle and may be used for personal use within reason. It is not, however, intended for use as a family vehicle.

Upon your concurrence with these terms as I have understood them, I intend to give notice to my current employer and would be available to begin duties at the Airport on November 21, 1994. I am exited about this opportunity and honored to have been offered the position. I look forward to working with you !

Sincerely,

I hereby agree to the terms as outlined in this letter.


Richard S. Fixler


Alfred Testa, Jr.
Airport Director, Manchester Airport

1808 Bent Tree Drive
Eules, Texas
76039

November 3, 1994

Manchester Airport
One Airport Road
Suite 300
Manchester, New Hampshire
03103

4/01
Fried,

RE: MOVING EXPENSES

.. MY MOVING EXPENSES WONT BE EXCESSIVE; BETWEEN
1/3 AND 1/2 OF MY BELONGINGS WILL NOT BE MOVED
(I.E. SOLD OR TOSSED). MANY WILL ACCOMPLISH
MOST OF THE NECESSARY PACKING TO AVOID THE
LABOR EXPENSE —

DAVE

Dear Mr. Testa:

This confirms our phone conversation yesterday and the terms of my employment. You offered me the position of Assistant Director Property and Contract Management effective Monday, December 12, 1994. This reporting date dovetails with the end of my commitment with American Airlines and my participation in an early retirement package American has offered to middle management.

It's my recollection of our conversation that you offered the job with the following terms/benefits:

- \$50,000 annual salary.
- Customary moving expenses including the physical move, packing and insurance but excluding the ancillary expenses that are associated with the sale of my Texas home and purchase of replacement housing in New Hampshire. I committed to moving my family by the spring/summer of 1996 but not later than year end.
- A new automobile for my business and personal use - similar to a Ford Taurus or Chevrolet Lumina that you conveyed was planned in the budget for the Property's position. The car will be maintained by the Airport in respect to fuel, oil and maintenance. The automobile belongs to the Airport but the vehicle is intended for my use. You explained that occasionally others will need to use the vehicle during the day. I stated that I needed the vehicle for commutation because I planned to live in Peterborough.

Thanks for the job offer and the opportunity to work for you. Your reputation proceeds you at American Airlines. As I explained in our interview, I want the opportunity to return to New England, but also the exposure to work for someone of your caliber. You can be assured of my commitment and loyalty throughout my tenure in the new job.

If this is a fair representation of our discussion yesterday, please acknowledge your approval below and return this document to the undersigned. I need the job offer formalized in order to sign early retirement paperwork related to my job at American Airlines. Thanks for your time and attention.

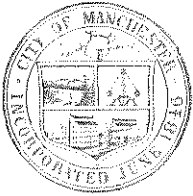
Sincerely,

David B. Bush

APPROVED:

Alfred Testa, Jr.

17



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk


Carol A. Johnson
Deputy City Clerk

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Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Members, Committee on CIP

From: C. Johnson 
Deputy City Clerk

Date: February 11, 2004

Re: Survey of vehicles for personal use

In response to questions raised last evening regarding personal use of vehicles, enclosed is a copy of an e-mail survey being conducted by the Highway Department.

When the results of the survey are received and compiled, the information will be shared with all aldermen. It is my understanding that Deputy Solicitor Arnold will review the legal and liability issues with Mr. Ntapalis and report back to the Committee at it's next meeting.

C: All Aldermen
F. Thomas, Public Works Director
K. Sheppard, Deputy Public Works Director
Solicitor Clark
Deputy Solicitor Arnold
H. Ntapalis, Risk Manager

From: Kevin Sheppard
To: Bernier, Leo; Bowen, Thomas; Clark, Thomas; Connor, Barbara; DILLON, KEVIN; Jaskolka, John; Kane, Joseph; LaFreniere, Leon; Lamberton, Virginia; Lolicata, Thomas; Ludwig, Ron; Prew, Diane; Rusczek, Fred; Seigle, Thomas; Wall, Seth
Date: 2/11/04 9:53AM
Subject: Use of City Vehicles

The CIP Comm. would like a list, by Department, of employees who bring City/Enterprise vehicles home. The CIP Committee has requested that I gather the information for their use. They have requested this information be submitted ASAP, therefore I am asking that you fill out the attached form and e-mail it back to me by next Thursday, February 19th.

If your Department does not have any employees which bring a City vehicle home, please let me know.

Thank you in advance for your cooperation.

CC: Johnson, Carol; Thomas, Frank

Department:

<u>Employee</u>	<u>Position</u>	<u>Veh. Year</u>	<u>Veh. Make</u>	<u>Veh. Model</u>	<u>City/Town</u> <u>Veh. Stored</u>	<u>Limited</u> <u>Personal</u> <u>Use (Yes/No)</u>	<u>Personal use</u> <u>(Yes/No)</u>	<u>Comments</u>
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Limited Personal Use: Personal use of vehicle during commute to work, i.e. transporting of immediate family to work or school, stopping at stores in immediate area of route to work.
Personal Use: Use above and beyond limited personal use, i.e. use on weekends/nights for non-work related items.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

March 2, 2004

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Leo R. Bernier, City Clerk

Re: *Survey of City Vehicle Usage*

Dear Committee Members:

As requested, please find attached a copy of the referenced survey. All Departments which are assigned City vehicles have responded.

Should you have any further questions pertaining to this matter, please feel free to contact me.

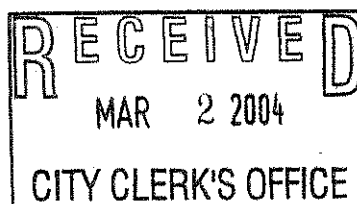
Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

cc: Frank C. Thomas, P.E.

Encl.



17

From: Kevin Sheppard
To: Bernier, Leo; Bowen, Thomas; Clark, Thomas; Connor, Barbara; DILLON, KEVIN; Jaskolka, John; Kane, Joseph; LaFreniere, Leon; Lamberton, Virginia; Lolicata, Thomas; Ludwig, Ron; Prew, Diane; Rusczek, Fred; Seigle, Thomas; Wall, Seth
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Thank you in advance for your cooperation.

CC: Johnson, Carol; Thomas, Frank

<u>Employee</u>	<u>Position</u>	<u>Veh. Year</u>	<u>Veh. Make</u>	<u>Veh. Model</u>	<u>City/Town Veh. Stored</u>	<u>Limited Personal Use (Yes/No)</u>	<u>Personal use (Yes/No)</u>	<u>Comments</u>
<u>Mayor's Office</u> Robert Baines	Mayor	2000	BUICK	LaSabre	Manchester	Yes	No	
<u>Clerk's Office</u> Matthew Normand	Deputy Clerk Licensing & Facilities	1999	Ford	Taurus	Manchester	Yes	No	
Steve Giotas	Courier	2001	Chevrolet	Cargo Van	Manchester	Yes	No	
<u>Highway - BMD</u> Mark Letendre	Custodial Supervisor	1997	Ford	Aerostar	Manchester	Yes	No	Value is a quick response to building emergencies Average 20 - 30 times per year
<u>Highway</u> Steve Tierney	Chief of Hwy. Operation	2000	Ford	Taurus	Allenstown	Yes	No	
Robert Roy	Asst. Chief of Hwy Op's	1991	Ford	Explorer	Goffstown	Yes	No	
Kevin Padden	Equip. Mctg. Supt.	1990	GMC	Blazer	Manchester	Yes	No	
Peter Capano	Chief Inspector	2000	Ford	Crown Victoria	Manchester	Yes	No	
David Glance	Utility Inspector	1994	Chevrolet	Caprice	Manchester	Yes	No	
Bill Martin	WWT Inspector	1998	Ford	Crown Victoria	Manchester	Yes	No	
Bill Croteau	Hwy. Field Supvrsr.	1995	Ford	F350	Manchester	Yes	No	
Denis Proulx	Asst. Sewer Supt.	2001	Ford	F250	Manchester	Yes	No	
<u>Parks/Rec. & Cem.</u> Ronald Ludwig	Director	1995	Pontiac	Grand Am	Manchester	Yes	No	
Edward Wojniowicz	Rec. Ent. Manager	1996	Chevy	Carpice	Manchester	Yes	No	
Roger Grandmaison	Rec. Supervisor	1997	Ford	F288 Truck	Bedford	Yes	No	
Donald Sowa	Park Supervisor	1997	Ford	F250 Truck	Auburn	Yes	No	
Gerald Coulter	Cem. Supervisor	1999	Chevy	Crown Vic.	Manchester	Yes	No	
<u>Building Dept.</u> Larry Caron	Housing Inspector	2000	Ford	Focus	Manchester	Yes	No	Personal use is limited to commuting only
Richard Guilbert	Electrical Inspector	2001	Ford	Ranger	Manchester	Yes	No	Personal use is limited to commuting only
Daniel Knight	Housing Inspector	1996	Ford	Ranger	Manchester	Yes	No	Personal use is limited to commuting only
Robert Pollock	Housing Inspector	1999	Chevrolet	Cavalier	Manchester	Yes	No	Personal use is limited to commuting only
Albert Kula	Housing Inspections Su	1994	Ford	Ranger	Manchester	Yes	No	Personal use is limited to commuting only
Matthew Sink	Deputy Building Commi	2001	Ford	Ranger	Manchester	Yes	No	Personal use is limited to commuting only

NOTE:

Limited Personal Personal use of vehicle during commute to work, i.e. transporting of immediate family to work or school, stopping at stores in immediate area of route to work.

Personal Use: Use above and beyond limited personal use, i.e. use on weekends/nights for non-work related items.

17

<u>Employee</u>	<u>Position</u>	<u>Veh. Year</u>	<u>Veh. Make</u>	<u>Veh. Model</u>	<u>City/Town</u> <u>Veh. Stored</u>	<u>Limited</u> <u>Personal</u> <u>Use (Yes/No)</u>	<u>Personal use</u> <u>(Yes/No)</u>	<u>Comments</u>
<u>Police Dept.</u>								
Jaskolka, John	Chief of Police	1995	Ford	LTD	Manchester	Yes	No	Personal use as mentioned
O'Leary, Richard	Deputy Chief	1996	Ford	LTD	Manchester	Yes	No	if used beyond, must be within
Leidemer, Glenn	Deputy Chief	1996	Ford	LTD	Manchester	Yes	No	city limits, must be armed and
Simmons, Gary	Deputy Chief	1996	Ford	LTD	Manchester	Yes	No	able to respond to "in-progress" calls.
Administrators are 24-7 units and must carry a means to be contacted for emergencies								
Are required to respond to emergency incidents as required. Raid jackets, bullet resistant vest, haz-mat suits, portable communications equipment must be kept in vehicle.								
<u>Water Works</u>								
THOMAS BOWEN	DIRECTOR	1998	FORD	CROWN VIC.	MANCHESTER	YES	NO	EMERG. RESPONSE & MTGS.
ROBERT BEAURIVAG	ASST DIRECTOR	2003	FORD	TAURUS	AUBURN	YES	NO	EMERG. RESPONSE & MTGS.
DAVID PARIS	WATER SUPPLY ADMIN	1993	PLYMOUTH	ACCLAIM	HOOKSETT	YES	NO	EMERGENCY STANDBY
GUY CHABOT	DISTRIBUTION ADMIN	1994	PLYMOUTH	ACCLAIM	MANCHESTER	YES	NO	EMERGENCY STANDBY
ETHAN HOWARD	FORESTER	2002	CHEV.	SILVERADO	AUBURN	YES	NO	EMERGENCY STANDBY
MICHAEL ADAMS	DIST. OPER. SUPER.	2002	CHEV.	SILVERADO	RAYMOND	YES	NO	EMERGENCY STANDBY
GARY SANDSTROM	WATERSHED PATROL	2000	CHEV.	SILVERADO	MANCHESTER	YES	NO	EMERGENCY STANDBY
LIONEL GOODNO	EMERGENCY WORKER	1994	CHEV.	3500 HD	MANCHESTER	YES	NO	EMERGENCY STANDBY
<u>Airport</u>								
Kevin A. Dillon	Airport Director	1999	Ford	Explorer	Brentwood, NH	Yes	No	
Thomas J. Malafrafronte	Mgr. Airport Operations	2003	Ford	Explorer	Epsom, NH	Yes	No	
Gary Sloper	Airport Security Manager	1995	Ford	Explorer	Concord, NH	Yes	No	
Carlton Braley	airport Maintenance Super	1998	Ford	Explorer	Goffstown, NH	Yes	No	
Michael Legere	Asst. Airport Maint. Super	2000	Ford	F-350 P/U	Pembroke, NH	Yes	No	
Jonathon Adams	airport Bldg. Maint. Super	2003	Ford	F-350 P/U	Pembroke, NH	Yes	No	
Michael F. Farren	Asst. Airport Director	2001	Ford	Taurus	Newmarket, NH	Yes	Yes	
Stephen J. Adams, Jr.	Asst. Airport Director	1998	Ford	Explorer	Contoocook, NH	Yes	Yes	
J. Brian O'Neill	Asst. Airport Director	1999	Ford	Explorer	Manchester, NH	Yes	Yes	
Richard Fixler	Asst. Airport Director	1999	Ford	Explorer	Chester, NH	Yes	Yes	
David B. Bush	Asst. Airport Director	2003	Ford	Explorer	Peterborough, NH	Yes	Yes	
<u>Human Resources</u>								
Ronald Robidas	Security Manager	1996	Ford	Crown Victoria	Manchester	Yes - Store	No	
<u>Fire</u>								
Mechanic on call	same	1988	Chevrolet	Maintenance truck	Manchester	No	No	




Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management


11/05/03 - 100100 -
Public works to look at
it's to see if
they can do work in-house
+ report back
@ next



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

3/16/04 - Renamed on
table

Memo to: Committee on CIP

From: Robert S. MacKenzie 

Date: November 5, 2003

Subject: Funding Request Dean Avenue

Elm Street Businessman Paul Mansback has contacted our office with a request that the City considers making various safety and aesthetic improvements along Dean Avenue at a cost of \$9,800. The desired improvements involve the replacement of two existing overhanging streetlights and the replacement of asphalt with brick immediately in front of the entranceways to the businesses along Dean Avenue. Mr. Mansback has offered his services to act as overseer of this project were the City to provide the requested funding

For your consideration Mr. Mansback had previously received funding through the Building Façade Program during the renovation of his property on Elm/Dean Avenue.

Attachments:

■ ■ L. Newman Associates/

■ ■ Paul Mansback, Inc.

■ ■
■ ■

Commercial and residential

Interior design, space planning and landscape architecture

October 20, 2003

Sam Maranto

CITY OF MANCHESTER: CIP

One City Hall Annex

City Hall Plaza

Manchester, New Hampshire 03101

Subject: Application for funding of Dean Avenue Improvements, Manchester, New Hampshire.

Dear Sam,

As per our conversation last week, the following is a breakdown of the request for funds that I am proposing for the improvements to Dean Avenue that focuses on security and upgrading the existing asphalt paving.

■ Furnish and install 6 new 24" diameter black industrial shade fixtures with A19 130 volt lamps, held on E13 brackets and metal cages with prismatic globes for protection from vandalism and to provide weather tightness. Price from electrician includes permit, wiring in conduit, installation. Power is to be provided by the existing PSNH light fixture connection in the alley. This light fixture will be removed and disposed of. It is our intent to maintain the lamps and the fixtures with the city paying for the power (as currently done). The new fixtures will increase the pedestrian safety on Dean Avenue and help reduce the incidence of public urination that is continually occurring in the area.

■ Additionally, it is our intention to saw cut areas of the existing asphalt pavement out of the alley and replace it with new Stiles and Hart Boston City Hall Pavers. Specifically, this replacement would occur at the side entrance to Lala's Hungarian Pastry's, at the elevator entrance to 834 and 846 Elm Street (located at the center of Dean Avenue) and at the next 3 entrances to the buildings at the intersection of Dean Avenue and Hampshire Lane.

The costs for the above proposed improvements is:

- Light: \$5600.00
- Brick work: \$4200.00

Of course, this is a lot of information to provide in a paragraph and if you need amplification about any of the proposal, I can be reach at anytime at my office: 622-7722.

Thank you for your time and consideration of this request.

Sincerely,

Paul Mansback

■ ■ 834 Elm Street

■ ■ Manchester, New Hampshire 03101-2107 USA (603) 622-7722 fax: 625-1450

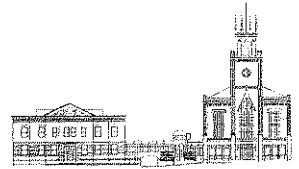
■ ■
■ ■

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CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Members, Committee on CIP

From: C. Johnson
Deputy City Clerk

Date: February 11, 2004

Re: Prior discussions (Dean Avenue & City Vehicles)

In response to questions raised last evening, and again today, this office has researched prior discussions relating to the above referenced items.

With regard to Dean Avenue, it appears the item had been tabled pending the Highway Department reviewing the amount of the request.

With regard to discussions on use of city vehicles, on June 23, 2003, the Highway Department had indicated it would forward a copy of the current policy and indicated that a plan for the next budget year would be forthcoming. It appears that while Alderman Lopez mentioned liability issues there was no direct request or response regarding this matter at that meeting and that the Committee anticipated receiving the policy and reviewing the matter further from there.

The Highway Department responded to the Committee regarding this matter on June 27, 2003, however the Committee did not address this item until September 9th. Minutes of that evening reflect that the matter was tabled pending the Highway Department sharing the policy with all department heads for their review and comment. On October 14th the item was again tabled as Highway had sent out a second request for responses. On November 25th the Highway Department reported that Airport had requested changes that had been shared with other departments. They would report back at the next meeting. Alderman Lopez requested Deputy Solicitor Arnold to review with Solicitor Clark Section 5B of the policy for liability issues. From that point on the item remained on the table.

I have enclosed excerpts from a few of the related meetings. Should you require anything further from this office, please do not hesitate to contact Mr. Bernier or myself.

C: T. Clark, City Solicitor
T. Arnold, Deputy City Solicitor
F. Thomas, Public Works Director
K. Sheppard, Deputy Public Works Director
R. MacKenzie, Planning Director
L. Bernier, City Clerk

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Chairman O'Neil addressed Item 14 of the agenda:

Communication from Robert MacKenzie, Planning Director, regarding a request that the City consider making various safety and aesthetic improvements along Dean Avenue at a cost of \$9,800.

Alderman Lopez asked Mr. MacKenzie is this normal or is this going to open up a flood of people coming in and asking us to do things. Maybe you can elaborate a little bit on it.

Mr. MacKenzie answered we do occasionally get requests in from property owners to have their sidewalk improved. Sometimes that is done under the 50/50 Program and other times the City has actually gone out and done the whole project. It is a case by case basis. I believe this applicant felt that most of the other... Elm Street was reconstructed a couple of years ago and many of the sidewalks and the side streets have been but Dean Avenue was not. If you are familiar with Dean Avenue it is just a small pedestrian way that extends from Elm Street out to Franklin Street. At this point we don't really have any recommendation on this proposal but we did want to bring it forward to the Committee to see how they felt about it.

Alderman Lopez asked have you, Kevin, looked at this and weighed in on it.

Mr. Sheppard answered I have taken a quick look at the attachment here and based on the numbers that are here they seem reasonable but I guess it comes down to a policy decision.

Chairman O'Neil asked are there other types of Dean Avenues in the City of Manchester.

Mr. MacKenzie answered there are very few pedestrian only right-of-ways in the City. There are less than a handful.

Alderman Lopez stated I am just wondering about the \$9,800 and if the Highway Department could do this for less money.

Chairman O'Neil asked may I make a suggestion and I don't know if the Deputy Director has had a chance to look at this in great detail but maybe just have one of your engineers take a look and confirm the numbers to make sure that they are... we are pretty much from what I read here handing them \$9,800 and saying go do it. I am not sure that is the precedent we want to set.

Alderman Shea moved to table this item. Alderman Lopez duly seconded the motion.

Chairman O'Neil stated we can ask the Highway Department to take a look at it. Maybe they can do it in-house. Maybe they can do it as part of there...Kevin are you building brick sidewalks at all around the City or is that...

Mr. Sheppard interjected right now I don't believe we have any contractors but if the Committee would recommend to move forward on this I would recommend that a City department or the Highway Department put this out to contract.

Chairman O'Neil stated okay we will just ask you to take a look at it and confirm the number and let us know what the best avenue is for constructing it.

Chairman O'Neil called for a vote. There being none opposed, the motion carried.

Chairman O'Neil addressed Item 16 of the agenda:

Communication from Kevin Sheppard, Deputy Public Works Director, requesting the reassignment of four police cruisers.

On motion of Alderman Smith, duly seconded by Alderman Shea, it was voted to approve the request.

Mr. Sheppard stated I just want to make one point. One of those police cruisers that was supposed to come to the Highway Department will probably be actually utilized as a pool vehicle. It has come to our attention that there are actually two City pool vehicles that are in tough shape so Highway will get one, the pool will get one, Welfare and Building.

Chairman O'Neil stated keep on us in the next budget about we have been promising you that we were going to do something with vehicles. Keep on us about that.

Mr. Sheppard responded these are those police cruisers that the Chief spoke about earlier that they can't use.

Chairman O'Neil addressed Item 17 of the agenda:

Communication from Bruce Thomas, Engineering Manager, regarding a request to install sewer service to the Junior Deb Softball field near the West Side Arena at a cost of approximately \$15,000.

Discussion of Motorized Equipment Replacement Program.

Chairman O'Neil stated okay we have a recommendation from the Deputy Director of Public Works. Just for review, there's only \$120,000 in the budget, they need... Kevin am I correct right off the top you need \$50,000 for maintenance and the recommendation was to try to see what we could do with Police and where Highway has the largest fleet see what we could do there, and I just see it's one Police cruiser and one pick-up truck and it doesn't leave...there's about \$11,000 left.

Mr. Sheppard replied right and what we could look at with the balance of \$11,000 if there's any money or balance available in the vehicle maintenance line item towards the end of the fiscal year, request the Committee to allocate some of that money with that \$11,000 possibly to purchase another vehicle.

Chairman O'Neil stated there's not much we can do. So is there a motion to accept the recommendation? It still doesn't even get us close on the Police cruisers, but we heading...we're at least I think the net will be for the year four plus one patrol wagon, at least there's something this coming year.

On a motion by Alderman Lopez, duly seconded by Alderman Smith, it was voted to accept the recommendation.

Chairman O'Neil stated just for a point of interest the Finance Officer has assured us that with the fiscal year conversion bond being paid off there will be some cash available in future years and that...I know Kevin you're working with Finance to develop the cash side of the motorized equipment replacement account to come up hopefully next year we can start moving forward and on an annual basis have a plan that we can...

Mr. Sheppard stated we're looking to put together a plan before the next budget process for presentation to the Committee.

Alderman Lopez stated I just got a question on vehicles. The Highway runs the whole scam, right?

Mr. Sheppard answered they oversee the MER program.

Alderman Lopez asked is there policies within the City as far as employees carrying their dependents in City vehicles and decals that have to be displayed for City vehicles?

Mr. Sheppard answered I believe, I didn't bring the policy with me, but I believe the policy reads that City vehicles will have decals, obviously there's exempted vehicles, certain Police cruisers I believe.

Alderman Lopez asked could you send some policies out to us just as a general knowledge as to... because a lot of questions have come up and I've seen a lot of cars without decals and see what the policy is so that we have a good feel of it? If there's policies that whereby the vehicles are carrying their children around in, what's our liability and stuff like that.

Mr. Sheppard stated I will send out the most recent copy and I will verify with the City Clerk that I've got the most recent copy of the policy for the Committee members.

Alderman Wihby stated Kevin a follow up to that. Is there a policy about children in vehicles? I got a call the other day from someone who complained about it.

Mr. Sheppard answered I believe the current policy allows City employees to drive their children to school on their way to work.

Alderman Wihby stated I see someone shaking their head in the back though. Could you get that policy please? I think that's interesting.

Mr. Sheppard answered I will get the policy out tomorrow.

Alderman Lopez stated just to follow up. I want to double check that because I'm getting different viewpoints and it might be a liability to the City if there was ever an accident.

Chairman O'Neil stated somebody brought up at one point about taking City vehicles out of the City.

Alderman Smith stated in my past in regards to City vehicles, I believe when the Building Commissioner was here he didn't have his decal and he was required to put it on, and I think it's supposed to be on very vehicle and as far as I know, I don't think any personnel outside of the person operating the vehicle, I could be wrong, at a time when I did have a vehicle, could be transported any way except a City employee.

Mr. Sheppard stated I'll verify that and I'll send out the copy of that.

NEW BUSINESS

9/9/03 CIP

Chairman O'Neil addressed Item 9 of the agenda:

Communication from Kevin Sheppard submitting a draft policy/procedure for Fleet Management/Motorized Equipment.

Alderman Shea moved to approve the policy. Alderman Smith duly seconded the motion.

Mr. Thomas stated what Kevin Sheppard was trying to do was respond to an inquiry by this Committee regarding an issue with sales and whatnot and at that time he felt that some of the wording should be changed to bring it up to snuff. However, I think that there is a need to potentially modify this policy and what I would suggest is that we take this policy that is in draft form and maybe circulate it to the departments to get feedback so that maybe there is a potential for this Committee to make revisions to it. This policy hasn't significantly been changed for quite some time and it may be time to get input from the departments so that some modifications can be made.

Chairman O'Neil responded we do have here this evening four of the biggest fleet departments in the City between Police, Fire, Airport and Highway and Traffic is here as well. I think the four biggest are here. Maybe at least the four of you in conjunction with Traffic and Parks maybe can talk a little bit.

Mr. Thomas answered where I was coming from is that I think this policy may in some respects be too rigid. I think a policy should give some flexibility to the Committee or to the Mayor and the Committee so that under a certain situation...say I come to the Committee and say for whatever reason that I don't want the City seal on my car because I want to be able to sneak up on my employees or something like that. It may be a good reason to allow us to not do that but as it stands right now that option isn't there. Now I just throw that out but there could be other things. I think that having a policy that doesn't give you any flexibility is not good.

Alderman Lopez asked is this an old ordinance or a brand-new ordinance.

Mr. Thomas answered it is an old ordinance.

Alderman Smith stated I think the biggest change is that instead of the Committee on Transportation it is the Committee on Community Improvement.

Mr. Thomas responded right. The old ordinance referred to the Committee on Transportation, which is no longer in existence. Kevin Sheppard took the old policy that goes back to 1994 and just basically changed it to the CIP Committee

and Public Works Director. There haven't been any modifications other than those two changes.

Chairman O'Neil stated I guess I would just like to see one agency kind of coordinate this. Are you suggesting that the Board should hear back from all of the departments?

Mr. Thomas responded no this Committee or if you would like we could send it out from our department to the different departments, get comments back and then come back to you with a revised schedule.

Chairman O'Neil replied I think that would be easier and probably would streamline the process a little bit if we let...

Alderman Shea interjected would the City Solicitor be involved in this at all.

Mr. Thomas answered yes. What we would do is receive all of the comments back, put together a new draft, circulate it again and then bring it to this Committee.

Chairman O'Neil stated I am just suggesting that instead of the comments coming from the departments back to the Committee maybe the Public Works Department could coordinate the efforts and come up with a recommendation in support of you know after talking to Gary or Joe or Jim or whoever.

Alderman Shea withdrew his original motion. Alderman Smith withdrew his second.

Alderman Shea moved to have the Highway Department send out the draft policy to all departments to solicit feedback and report back to the Committee. Alderman Smith duly seconded the motion.

Alderman Lopez asked do they actually send a warrant for arrest for somebody who doesn't pay a citation.

Deputy Chief Simmons answered we could do a warrant through the court; yes.

Alderman Lopez stated I was looking at 71.11.

Chairman O'Neil responded I am not sure where you are looking. I think you might be on the Traffic agenda. I think you have the wrong agenda.

Chairman O'Neil called for a vote on the motion. There being none opposed, the motion carried.

TABLED ITEMS

19. Communication from Kevin Sheppard submitting a draft policy/procedure for Fleet Management/Motorized Equipment.

On motion of Alderman Smith, duly seconded by Alderman Lopez, it was voted to remove this item from the table.

Mr. Sheppard stated we received comments from all of the departments. The Airport Authority has actually requested that we make some specific changes that would pertain to the Airport Authority. We have done that. The revised policy has been sent back out to all department heads and I am expecting their response back by the next CIP Committee meeting.

Chairman O'Neil asked do you want to put this back on the table or are you going to bring a new one forward.

Mr. Sheppard answered I recommend putting it back on the table and I believe I will have something for you at the next meeting.

Alderman Lopez stated I just want to double check one thing. Has the Solicitor reviewed this?

Mr. Sheppard responded it has been sent to the Solicitor's Office.

Deputy Solicitor Arnold stated I couldn't speak for Mr. Clark. I believe he has reviewed it.

Alderman Lopez stated Tom if you take a look at specifically number 5 under B Official Travel and Limited Travel regarding transporting people to work and school while driving to work I just want to know if we have any liability and stuff like that before this is finally approved. I know you can't give me an answer tonight but can you work with Tom Clark to make sure that when you bring this back we are not in any liability?

Deputy Solicitor Arnold responded yes.

On motion of Alderman Shea, duly seconded by Alderman Smith, it was voted to put this item back on the table.



**City of Manchester
Department of Highways**

227 Maple Street
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Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

April 6, 2004

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Mr. Leo R. Bernier, City Clerk

Re: *Dean Avenue Improvements*

Dear Committee Members:

I am writing to you as a follow-up to the above referenced item on your agenda. Mr. Paul Mansback's request consists of the installation of three brick landings and six exterior lighting fixtures. I believe the \$9,800 requested is a reasonable estimate for this work, should the Committee choose to fund the project.

I have investigated the cost of installing three Amoskeag lighting fixtures in place of the six fixtures proposed by Mr. Mansback. These fixtures would be consistent with the Downtown lighting. With the Amoskeag fixtures the total cost of the project would increase to \$18,000.00. (See attached estimate)

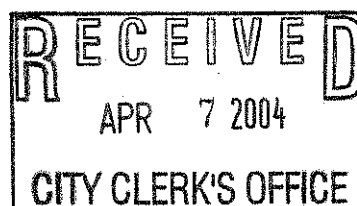
I will be available to address any questions you may have concerning this matter.

Sincerely,

Kevin A. Sheppard, P.E.
Deputy Public Works Director

/cd

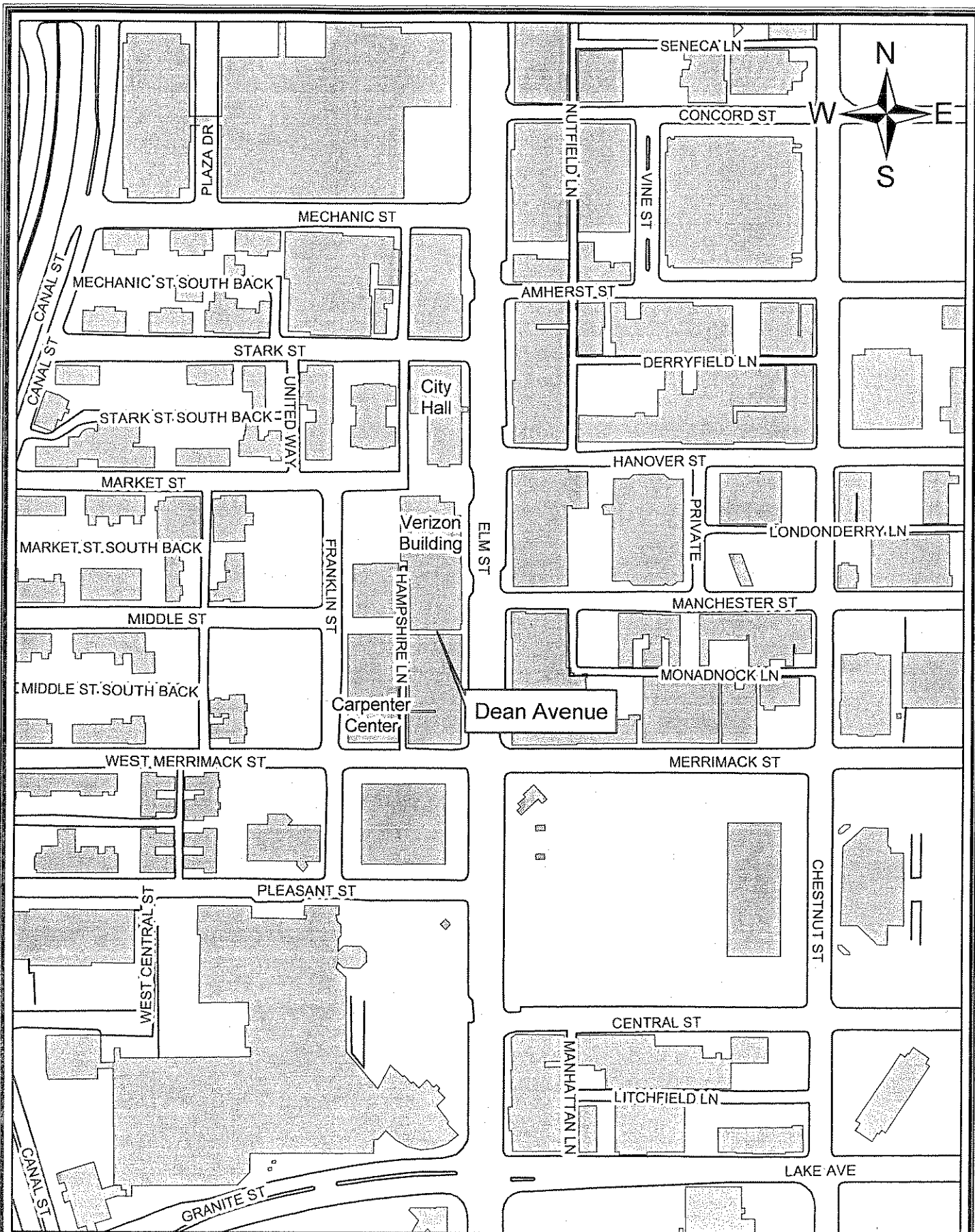
cc: Frank C. Thomas, P.E.
Robert MacKenzie, Planning Dir.



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Dean Avenue Improvements
(Amoskeag Lighting Fixtures)

Brickwork:	\$ 4,200.00
Lighting:	<u>13,430.00</u>
	\$17,630.00
Contingency:	<u>370.00</u>
Total:	\$18,000.00



**Locus Map
Dean Avenue
Manchester, NH**



Printed by Manchester Dept. of Public Works

